

Last Week's Attendance	Target	
RNK	100%	
RNW	100%	
1RT	100%	
1SM	100%	
2SG	100%	
2SP	100%	
Target	100%	



**MILLBROOK PARK**  
CHURCH OF ENGLAND PRIMARY SCHOOL

## Newsletter

Monday 5<sup>th</sup> September 2016

Dear Families,

A warm welcome to all our families; those who were with us last year and all the new ones. Already the year has got off to a fantastic start, the full staff team attended two very full days of training on the 1<sup>st</sup> and 2<sup>nd</sup> of September, part of which involved clarifying our school vision and priorities for the year ahead. We will share these with you over the next few weeks.

There are several new members of staff joining the team this year, a list of their names and roles has been added near the end of this letter, for your information. To help identify staff, you will also be able to refer to a new 'Meet the Staff' photograph board, near the ground floor lift (opposite Miss Khan's classroom), once we have taken photographs of everyone.

I hope you all have a great start to the year.

*Yours*

*Nicola Dudley - Head of School*

For our new families: Every Monday a newsletter will be produced and uploaded to our school website for you to access. It is important to check the letter for key dates and to get an insight into what is going on within the school. Also, keep an eye out for information in the outdoor notice board which is on the wall, near the gate.

### **Date Reminders for September :**

**Thurs 15<sup>th</sup>&16<sup>th</sup>**

Reception children phasing in days.

**Mon 19<sup>th</sup>**

Reception children all start full time

**Thurs 22<sup>nd</sup> Sept**

Paediatric First Aid Training for Parents (free) weekly until Thurs 20<sup>th</sup> October. (9:00am – 11:30am)

**Tues 20<sup>th</sup>**

Welcome Meeting for Year 1 Parents (2:30pm).

**Wed 21<sup>st</sup>**

Welcome Meeting for Year 2 Parents (2:30pm).

**Fri 23<sup>rd</sup>**

Welcome Meeting for Reception Parents (2:30pm).

### **Paediatric First Aid course – FREE for parents**

If you would like to attend the First Aid course which is starting on Thursday 22<sup>nd</sup> September 2016 between 9:00am-11:30am please add your name to the list in the school office. The course will be run by an external first aid tutor from Barnet and Southgate College. It is open to all Millbrook parents/carers.

### **Scooter Parking**

Children's scooters need to be parked in the new scooter parking bays near the school entrance. Please bring a small padlock to secure your scooter, chains are already provided. Additional scooter racks have been purchased – we are still awaiting delivery. Until this arrives we will continue to store any scooters, which will not fit on the racks, inside the school gates.

### **Breakfast Club**

We are pleased to announce that the Sherpa Kids breakfast club at Millbrook Park School is now open. The breakfast club opens at 7.30am (children can arrive any time after 7:30am). The cost is £4 a session, including food.

### **Lunches**

All of our children are entitled to a free, healthy school lunch, regardless of family income. Please find the new menu attached.

### **Parent Welcome Meetings**

Class teachers will be in touch with you soon to invite you to a 'Parents Welcome Meeting'. At the meeting you will learn about the routines and procedures in your child's class, as well as any expectations.

Please help to start the year right:

- Correct uniform needs to be worn – please see attached list. Children should not wear watches or jewellery to school and girls should only wear simple dark blue hair accessories and
- Children should not bring snacks to school. The school provides each child with fruit to take out to morning break-time. They then eat a full lunch including a dessert and access milk or water in afternoon breaks as well as any spare fruit.
- Children are not allowed to climb on the wooden climbing frame before or after school for safety reasons. Please make sure your child knows this rule.
- Adults must refrain from using mobile phones whilst waiting in the playground to drop-off or collect children. These are only short time slots. As our parent group grows it will be difficult to ensure that the photograph facility of phones is not utilised.

### **Meet the staff**

For your information the following are a list of key staff members:

Elaine Dawson	Nursery Teacher (full time)
Susan Maley	Nursery Learning Support Assistant (full time)
Anna Levitt	Nursery Learning Support Assistant (part time)
Nicola Ward	Early Years Co-ordinator and Reception class teacher (full time)
Neelum Khan	Reception Teacher and Parent Partnership Lead (full time)
Hannah Corbishley	Learning Support Assistant Reception (full time)
Emma Kent	Learning Support Assistant Reception (full time)
Shamylea Miller	Year 1 Teacher (full time)
Rachel Tilley	Year 1 Teacher (full time)
Francesca Pieri	Learning Support Assistant Year 1 (full time)
Karen Simmons	Learning Support Assistant Year 1 (full time)
Sophia Gregariou	Year 2 Teacher (full time)
Sophia Philipou	Year 2 Teacher (full time)
Katerina Moisi	Learning Support Assistant Year 2 (full time)
Andrina Barnden	EAL Reading support Year 1 (part time)
Gill Finney	Office Manager (Mon, Tues, Thurs and Fri)

Sandra Upali	School & Nursery administrator (Tues and Wed)
Fran Irving	School administrator (Thurs and Fri)
Relu Olario	Site Manager (full time)
Marius Merlescu	Assistant Site Manager (part time)
Sarah Kennedy	Inclusion Co-ordinator (4 days - Mon to Thurs)
Nicola Dudley	Head of School (full time)
Anthony David	Executive Head (2 days)

### **School Office**

It is important for us to keep the office area as clear as possible so please only go into the school office area via the front entrance if you:

- Need to speak to the office staff
- Are bringing in or collecting a child outside of normal times
- Need to use the lavatory
- Have a meeting arranged.
- Have an immediate medical issue or any other emergency
- Have mobility issues



The area is not large and has not been designed as a waiting area so please help us by following the above guidelines.



## **Term Dates 2016 -2017**

### **Autumn Term 2016 (75 days)**

First Half	Thursday 1 <sup>st</sup> September – Friday 21 <sup>st</sup> October	37 days
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<i>Half Term</i>	<i>Monday 24<sup>th</sup> October – Friday 28<sup>th</sup> October</i>	
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Second Half	Monday 31 <sup>st</sup> October – Wednesday 21 <sup>st</sup> December	38 days
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<i>Inset Days</i>	<i>Thursday 1<sup>st</sup> September &amp; Friday 2<sup>nd</sup> September</i>	<i>2 days</i>
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### **Spring Term 2017 (57 days)**

First Half	Thursday 5 <sup>th</sup> January – Friday 10 <sup>th</sup> February	27 days
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<i>Half Term</i>	<i>Monday 13<sup>th</sup> February – Friday 17<sup>th</sup> February</i>	
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Second Half	Monday 20 <sup>th</sup> February – Friday 31 <sup>st</sup> March	30 days
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*Inset Day*                      *Monday 20<sup>th</sup> February*                      *1 days*

**Summer Term 2017 (63 days)**

First Half                      Tuesday 18<sup>th</sup> April – Friday 26<sup>th</sup> May                      28 days

*Half Term*                      *Monday 29<sup>th</sup> May – Friday 2<sup>nd</sup> June*

Second Half                      Monday 5<sup>th</sup> June – Friday 21<sup>st</sup> July                      35 days

*Inset Days*                      *Tuesday 18<sup>th</sup> April & Monday 5<sup>th</sup> June*                      *2 days*

**NB**                      ***May bank holiday Monday 1<sup>st</sup> May***

***Spring bank holiday Monday 29<sup>th</sup> May***

*Inset Days are staff training days and children should not attend school.*

**School Day: 8.40am to 3.05pm Reception & 3.10pm other year groups**

**Gates Open: 8.30am, Gates Close 3.15pm**