



Normanthurst School

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HEADMISTRESS

MRS CLAIRE OSBORN MSc., B.A. (HONS), PGCE

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Tuesday 2 September 2014

Headmistress's Letter

Dear Parents

I hope that you have had an enjoyable summer break with your families. I am looking forward to seeing all the pupils as they either return to Normanthurst this week, or start with us for the very first time.

School begins at the normal time of 8.40am tomorrow, Wednesday 3 September. The day begins with an extended form time so that classes can be given their new routines and timetables followed by an assembly; lessons will begin with period 2.

If your child is joining us for the first time, I hope both they and you quickly settle into the Normanthurst community. New pupils coming into the juniors will have a 'buddy' to help them make friends and the class teachers are available every afternoon for a chat at the front of school when they bring the children out to meet you. Miss Barnard, the Head of Juniors, will be in the hall in the mornings when you drop off your children.

The new senior pupils in Year 7 have had induction days to make friends and to get to know the school. Seniors joining other year groups will have a member of their class to help them settle into Normanthurst school life.

Settling-in reports will be sent home for all the new pupils after three weeks and for Year 7 parents there is the opportunity to meet the teachers informally at a Parents' Meeting on Tuesday 23 September. Details will sent to you shortly.

Please speak to your child's form teacher, email them, or contact the school office if you have any questions over the coming days and weeks. We want each and every child to gain the most they can from school and to feel comfortable and confident about school life, so do ask if you have any queries.

New Members of Staff

We welcome five new teachers this term: Miss Grant is the Year 4 teacher while Mrs Elman is on maternity leave; Miss Amini is the Year 5 teacher, Mrs Botha joins the English department; Mr Goldsmith is the new Head of Senior ICT and Mrs Karim joins the Science department.

Morning Routines in the Juniors

As you know, Breakfast Club is available for junior children who need to come to school before the start of the school day. From 8.30am children in Kindergarten up to Year 6 can be brought into school and dropped off by their parents or carers.

Kindergarten, Reception, Year 1 and Year 2 children should be brought straight to their classrooms in the morning from 8.30-8.40am, when you can take them in to the teacher. Please do not arrive before 8.30am unless you have made a prior appointment, as the teachers are preparing for the day.

Pupils in Year 3 to Year 6 need to be dropped off in the school hall from 8.30-8.40am. Please do not arrive in the school before that time as the hall is not open; the hall is supervised from 8.30am when activities begin. Each day a different activity will be led by one of the teachers, including singing on Tuesdays and Fridays.

Late Arrival to School

If you arrive late for any reason, or at any time after 8.40am, please report to the school office on arrival.

Reporting Pupil Absences

If your child is unwell and unable to attend school, please telephone the school office to report the absence to a member of the Office team or email absence@normanhurstschool.co.uk.

Try to book medical, dental and orthodontic appointments out of school time; if this is not possible, please notify the school in advance with the appointment details by phone, email or letter.

From Reception age upwards your child is of compulsory school age and should be in school every day. Requests for absence during term time can only be approved in exceptional circumstances. If you do need to have time out of school for such a reason, contact the Office who will give you a 'request for absence' form which should be completed in advance and handed back to them.

Extracurricular Opportunities

The new programme of extra-curricular activities will be sent to parents at the end of the week, with the programme of activities starting on Monday 8 September.

There will also be a number of compulsory extra classes for Year 11 after school from 3.30-4.30pm, with the purpose of helping the students make maximum progress so that they achieve the highest grades they can in the GCSE examinations. I ask all Year 11 parents to support us by making sure your son or daughter comes to the classes.

Homework Timetables

Senior homework timetables for Years 7-9 and Years 10-11 will be sent to parents over the coming week. Extended pieces of homework will be set with sufficient time to complete, usually including a weekend.

Junior parents received a welcome letter from the class teacher after the moving-up morning last term, with all the details about homeworks, tests, topics and routines, so that you know when PE or swimming kits are needed.

Curriculum Overviews

Curriculum overviews will be sent out during the first part of the term to advise you of the work your children will be doing in class. In the EYFS and Juniors these are sent out on a termly basis. I hope that parents will find these useful.

Open Evening Thursday 9 October 2014

The school will hold its main Open Day on Thursday 9 October from 6.00pm. The school day will run as usual, but many pupils will be asked to return at 5.30pm to participate. Some pupils will be in classrooms, others will be guides to show visitors and prospective families around the school. I hope the pupils will enjoy talking about school and sharing their experiences.

Current parents are also welcome to attend and to look around the school. Junior parents find this particularly helpful as they have the opportunity to learn more about the work in the senior part of the school.

There is an additional EYFS school in action Open Morning from 9.15-10.30am on Friday 10 October.

Contact Details and Medical Information

The school office will be contacting all parents to ask you to check that the contact information and medical details held by the school are correct. Please would you check the parent portal and inform the Office of any changes required.

New Parents' Portal Access

New parents will receive an email this week with information about how to access the parent portal. The email will contain your username and password details. Please log on to check the portal and to confirm that your details are correct. If there are any difficulties please contact the school office.

Normanhurst School Parents' Association

The NSPA work extremely hard to organise events and to enhance the pupils' experiences in school. They have two events this half term. As a registered charity the NSPA Committee has to hold an Annual General Meeting. This is on Thursday 25 September in the school hall at 6.30pm. Parents are invited to attend and meet the team, enjoy some refreshments and find out more about the work of the NSPA. Please come along; we would value your involvement in supporting the committee.

There is a family 'Bingo Night' on Friday 10 October in the school hall from 7.00pm. Tickets will be available from the NSPA and families of all ages are warmly invited to attend.

Forthcoming Events

- Tuesday 9 September Year 11 Sixth Form Options Evening – hall 5.00pm
- Monday 15 September LAMDA Assembly parents welcome – hall 8.50am
- Monday 15 September NSPA Meeting – hall 7.00pm
- Tuesday 16 September Years 1-6 Class Drop-in Morning 8.30-9.00am
- Tuesday 16 September EYFS 'Getting to Know You' Drop-in 3.15-4.15pm
- Tuesday 16 September Year 10 Parents and Pupils GCSE Meeting – hall 5.00pm
- Thursday 18 September Oak-Tree Y3 overnight Adventure Camp
- Tuesday 23 September Year 7 Parents 'meet the teachers' event – hall 5.00pm
- Wednesday 24 September Years 1-6 Junior Trip to Lee Valley Park
- Thursday 25 September Parents' Association AGM for all parents – hall 6.30pm
- Monday 29 September Harvest Festival parents welcome – URC Church 9.15am
- Monday 6 October Special Assembly: launch of the 'shoebox appeal'
- Thursday 9 October Open Evening 6.00-8.30pm
- Friday 10 October EYFS School in Action Open Morning 9.15-10.30am
- Friday 10 October NSPA Family Bingo Night – hall 7.00pm
- Monday 13 October House Music Competition for Years 3-11
- Tuesday 14 October EYFS-Y6 Parents Meetings with class teachers from 4.00pm
- Tuesday 14 October Year7 Parents Meeting: supporting learning at home 5.00pm
- Friday 17 October Y11 Short Reports published
- Friday 17 October School breaks up for half term: the day ends at normal time

I look forward with anticipation to the coming school year. As always, if you have any concerns or questions you would like to discuss, please contact your child's form teacher or telephone the school office to arrange an appointment.

With very best wishes

Yours sincerely



Claire Osborn
Headmistress



OAK-TREE SCHOOLS is the group name of:

COOPERSALE HALL SCHOOL, EPPING OAKLANDS SCHOOL, LOUGHTON NORMANHURST SCHOOL, NORTH CHINGFORD
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GROUP MANAGING PRINCIPAL: MR MATTHEW HAGGER B.A.(HONS), M.ED., PGCE SCHOOLS PRINCIPALS: MR NICHOLAS HAGGER M.A. (OXON) MRS ANN HAGGER CERT.ED.

Normanhurst School is owned in partnership by Mr N.O.Hagger M.A. (OXON) Mrs M.A.Hagger CERT.ED. Mr M.O.Hagger B.A. (Hons), M.ED., PGCE

