



## HEADMISTRESS

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### Headmistress's Letter

Dear Parents

December is upon us: and the end of term is approaching fast. I do hope that you will be able to join us for some of the Christmas events taking place this month:

#### **Early Years Festive Fun Day: Monday 1 December**

As I send this letter, the Early Years department will be enjoying their Festive Fun Day, when the children share their special traditions for this time of year. There will be food, games, decorations and stories about how different families celebrate the season. It is always a lovely day when we learn more about each other's beliefs and customs and appreciate how special this time of year is for many people. A particular highlight for me is when the children invite me to join their 'wassailing' as they sing festive songs in the Early Years garden.

#### **Infant Christmas Play: Tuesday 2 and Wednesday 3 December**

Rather intriguingly, a spaceship has been taking shape in the school hall over the last few weeks in preparation for a very special nativity play. The children have been enjoying their rehearsals and children from Lower Kindergarten up to Year 2 will be taking part in the performances which are on Tuesday and Wednesday. There is a dress rehearsal on Monday during which photographs will be taken. Parents can see the proofs and purchase copies in the library after each performance.

#### **Junior Department Trip to the Pantomime: Thursday 4 December**

All the pupils in the juniors along with the staff are off to the Hackney Empire on Thursday 4 December in the afternoon to see Mother Goose. Please don't forget to bring your consent forms and payment to the school office. I am sure everyone will have a lovely time! There will be no After School Club on that day.

#### **Christmas Lunch and the Junior Christmas Party: Monday 8 December**

Paul Stiles and the kitchen team are preparing a traditional Christmas lunch for us on Monday 8 December. The hall will be bedecked with a festive theme, tables will be decorated and pupils and staff will eat together. On that day the juniors (Kindergarten – Year 6) may come to school in party clothes because they have a special Christmas-themed day with a Christmas Party and visit from Santa in the afternoon.

Children who are also taking part in the ISA Swimming Gala need to come to school in their tracksuits and bring their party clothes to change into afterwards.

#### **Carol Singing at The Spinney: Wednesday 10 December**

A number of pupils will be visiting The Spinney care home to bring some festive cheer to the residents, singing carols and giving a short concert. They always enjoy our visits and I am most grateful to all the pupils and staff who take part.

#### **Carol Service at St Peter's and St Paul's Parish Church: Wednesday 10 December**

Please come and join us for the Carol Service at 2.00pm on Wednesday 10 December at the Chingford Parish Church on the Green. Pupils from across the school are taking part in the service with a dramatic interpretation of the Nativity story, along with readings and singing. It is a lovely occasion involving the whole of the Normanhurst family. If your child is in Kindergarten and does not normally come to school on a Thursday afternoon, you are also welcome to come along to the church to join us in the afternoon. Parents who are at the church will be able to take their children straight home from there; all other pupils will walk back to school with the staff to be collected in the usual way. After School Club will run as normal.

### **Arrangements for the final day of term: Thursday 11 December**

Term finishes on Thursday 11 December at 12 noon. Lessons 1 and 2 will take place as usual, with morning break time following. A final whole school assembly will take place at 11.10am.

School ends at midday and there is no after school provision on that day.

### **NSPA Normanhurst Calendar**

The Normanhurst Calendar is now on sale; all parents received an email last week including a flyer with the images on it. Junior pupils have a calendar with a payment envelope to take home; senior parents can come into the office to buy a copy, or ask their children to do so on their behalf. Calendars cost £5, with all profits going back to the NSPA to be used to benefit the pupils. If you would like to see a calendar before you buy, please come into the school office.

### **Extra-curricular Clubs Sign Up**

If you would like your child to join any extra-curricular activities, or music and LAMDA lessons in the Spring Term please contact Mrs Powell in the office before the end of term to make the necessary arrangements.

### **Online Booking System for Parents' Evenings**

We are continuing to develop how we use the Parent Portal to improve communication between school and home. The next step is an online booking system for parents' meetings from January. When you receive the letter inviting you to your child's parents' evening, it will contain a user guide for the online system. You will be able to log in and book your appointments.

The first parents' evening to use the new system will be Year 10, which takes place on Tuesday 13 January from 4.00pm.

The letter will be sent to Year 10 parents this week. Once you log in, you will be able to book all the appointments you need with your son or daughter's teachers. If you encounter any difficulties, please contact the school office for assistance. I hope this will be a much more straight-forward system than the paper versions we have been using previously.

### **GCSE Mock Examinations in January**

The Year 11 GCSE mock examinations take place immediately after the holidays. These papers provide a clear indication of pupils' current levels of attainment and identify areas for focus over the coming weeks and months. Many Sixth Forms ask for mock results and the exams are important. I urge all Year 11 students to prepare thoroughly and treat them as a 'practice run' for the summer session.

Parents and pupils have a copy of the timetable and staff will give all pupils information and advice about revision and preparation.

### **Coffee Mornings with Mr Hagger and Mrs Osborn**

We are holding a series of coffee mornings in the Spring Term for parents to come and meet me and Mr Hagger to discuss school life. Please do come and meet us over a cup of coffee to talk, share your views or ask questions. The coffee mornings take place in the library from 8.45-10.00am; dates for the each year group are at the end of this letter.

In addition, as it is two years since the last Parents Questionnaire, I will also be inviting parents to take part in an online questionnaire next term to contribute to our whole school evaluation and development planning.

### **Uniform and Conduct Reminders**

We take a great deal of pride in the school uniform and we encourage the pupils to do the same. We have noticed a number of junior and senior pupils wearing patterned, non-regulation school coats. All pupils from Reception to Year 6 should wear the school coat available from the school outfitters, Forest Casualwear in Loughton. From Year 7 pupils may wear a *plain* navy or black coat.

Scarves, gloves and hats must be the regulation pattern in the juniors or plain navy or black for seniors. No other colours are permissible.

Senior girls with long hair should make sure hair is tied back securely at all times through the school day. No earrings may be worn in school at any age, even in Kindergarten and Reception.

A number of seniors take the bus home from school, either towards Woodford or Loughton. Please remind your sons and daughters to be responsible and reasonable in their conduct whilst waiting for the bus and when travelling. Recently pupils have been staying around the bus stops for a long time and this is causing an inconvenience to other local residents who wish to catch a bus or move freely along the pavement. All pupils should behave in a respectful and calm manner and avoid being loud or silly. I also suggest they take the first available bus to go home.

### Dates for the New Year

Monday 5 January	Staff Training Day
Tuesday 6 January	Spring Term begins at normal time 8.40am
Tuesday 6 January	Y11 Mock Exams begin (timetables already issued)
Monday 12 January	NSPA Meeting Hall 7.00pm
Tuesday 13 January	Y10 Parents' Meeting Hall 4.00-6.30pm (online booking system)
Thursday 15 January	Cambridge Hands-On Maths Roadshow in school (Rec-Y9)
Friday 16 January	Coffee Morning with Mrs Osborn and Mr Hagger for Kindergarten parents
Thursday 22 January	G&T Art/DT Trip (Y7-11)
Friday 23 January	Coffee Morning with Mrs Osborn and Mr Hagger for Reception parents
Saturday 24 January	ISA Swimming Gala at the Olympic Pool
Tuesday 27 January	Y8 Parents' Meeting Hall 4.00-6.30pm (online booking system)
Friday 30 January	Coffee Morning with Mrs Osborn and Mr Hagger for Y1 and Y2 parents
Friday 30 January	Drop-In Morning 8.30-9.00am (Rec – Y6)
Friday 30 January	Y11 Full Reports and mock exam results sent home
Tuesday 3 February	Y11 Parents' Meeting Hall 4.00-6.30pm (online booking system)
Friday 6 February	Coffee Morning with Mrs Osborn and Mr Hagger for Y3-6 parents
Friday 6 February	NSPA Disco for Kindergarten-Y2 Hall 5.00-6.00pm
	NSPA Disco for Y3-6 Hall 6.15-7.15pm
Monday 9 February	School Production (3 night run) 7.00pm
Friday 13 February	Coffee Morning with Mrs Osborn and Mr Hagger for Senior parents

Lastly, I would like to thank you for the very positive support you continually give the school; last year there was only one official complaint. Members of the leadership team and I are always happy to talk, so do ask for an appointment if you there are any concerns you would like to discuss or feedback you would like to give.

I wish you and your families a blessed, peaceful and happy Christmas; and my very best wishes for the New Year.

Yours sincerely



Claire Osborn  
Headmistress



**OAK-TREE SCHOOLS** is the group name of:

COOPERSALE HALL SCHOOL, EPPING OAKLANDS SCHOOL, LOUGHTON NORMANHURST SCHOOL, NORTH CHINGFORD  
ADMINISTRATIVE/ACCOUNTS ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

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

