



# Normanhurst School

68-74 Station Road, North Chingford  
London E4 7BA

Tel: 020 8529 4307  
Fax: 020 8524 7737

## HEADMISTRESS

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

E-mail: [info@normanhurstschool.co.uk](mailto:info@normanhurstschool.co.uk)

Website: [www.normanhurstschool.co.uk](http://www.normanhurstschool.co.uk)

5 November 2018

## Headmistress's Letter

Dear Parents

After a busy initial half-term, I hope you and your families enjoyed the mid-term break and that you are looking forward to the next few weeks, which include a number of special events as Christmas approaches. Please make a note of the dates at the end of this letter, on the app calendar and on the website.

I am beginning this letter with some important reminders for parents, which I ask you to share with your children.

### Winter Uniform Reminders

We take great care to maintain high standards of uniform and presentation at school, and as we return to wintery weather I would like to remind you of the school's uniform expectations. From November all pupils should be wearing the winter uniform. Juniors from Reception class upwards are expected to wear the regulation school coat purchased from the uniform shop; please do not wear alternative coats.

Seniors must wear either the school coat or a plain navy or black coat. Coats should not have design features and should be appropriate for school. All seniors hang up their coats in school and I suggest coats should be practical and not expensive.

Cold weather accessories: in the juniors, the school woollen hat and scarf available from the uniform suppliers should be worn. In the seniors, plain black or navy scarf or gloves are to be worn. No pupils should wear coloured or patterned hats, gloves or scarves. Please be aware that seniors will have non-uniform items confiscated and these will need to be collected from the school office.

Boots are not a part of school uniform in any part of the school, including the Early Years classes, so please make sure that pupils have sturdy black school shoes through the winter. When it snows, pupils may wear boots to and from school but will need to wear shoes on site and in the buildings.

Please also note that earrings are not permitted in school for any pupils. Pupils should not come to school with earrings in and tape covering them. If there is a reason to need to do this, please notify me in writing. There is a health and safety reason for the rule, which has been in place for many years.

### Important Reminder: Mobile Phone Policy for Pupils

I am aware that not all pupils are adhering to our clear and straightforward mobile phone and social media policy. I am therefore asking parents to re-inforce these expectations clearly at home and I am reminding you and the pupils that serious sanctions follow both the inappropriate or irresponsible use of mobiles in school, and the inappropriate posting of images or text on social media.

Pupils are not permitted to use their phones at any time in school, neither in classrooms, changing rooms, corridors nor on coaches.

Pupils are not permitted to take photos of each other or of staff when taking part in school activities, on site or off site.

Pupils are not permitted to upload any images or films onto social media that could be construed as offensive, bullying or disrespectful to the school and its members.

If we discover that pupils have not been following our policy, investigations and sanctions will follow. These may include, but are not limited to, fixed term exclusions, the withdrawal of the opportunity to take part in trips and events, working in isolation from lessons, the loss of break times and the confiscation of their mobile phones.

My recommendation to parents is that your pupils do not bring a mobile phone into school unless you require them to have it for their journey to or from school. It will never be needed in school and our rule is that phones are either locked in lockers or handed into the school office. The Leadership Team will be closely monitoring the use of mobiles moving forward, including checking that no images identifying pupils in uniform or the school are posted on social media.

### **ISA Art Success**

Normanhurst pupils have again won a number of categories, both individual and group in the regional Independent Schools' Art Competition and I shall be taking our winning pieces up to the national competition next week. It was lovely to see and hear the excellent critical feedback from the judges about our pupils' work.

### **Pupils' Achievements last term**

Pupils continue to impress me in many ways. For example, during the holiday I received an email from someone who witnessed our seniors behaving impeccably on a train journey back from a school trip to London.

A number of our senior musicians performed with aplomb at the GCSE Presentation evening before the half-term break.

School work shows that as pupils focus on their work, participate fully in lessons and give their best, they are making promising progress and achieving well.

Mr Clair and I have met individually with nearly every Year 11 pupil to discuss their progress and what they are hoping to do after Normanhurst. It is clear to me that our pupils are thoughtful, considered and focused on where they are heading. They have ambitious plans for the future.

### **Senior Trip to the Opal Coast**

I am most grateful to the staff team who led the excellent trip to France during the holiday. Forty pupils went on the trip led by Miss Bonella, and a team of teachers from school. The trip was a great success: the sun shone and the group had a range of interesting experiences including visiting a goat farm to make cheese, visiting historical sites as well as a sweet factory. They had many opportunities to speak French and to improve their language skills. Behaviour was excellent and staff were proud of the way pupils conducted themselves. Please look at the website to see photos of their adventure.

### **Christmas Card Competition**

Ms Parrott will be holding the annual Christmas card design competition for a junior and senior winning entry to be the official school Christmas card. We welcome entries from pupils of any age.

Please encourage your sons and daughters to take part, by designing and submitting an original design by Monday 19 November for judging. We will display the entries in the hall so that families and friends can see them.

### **October 2019: Inaugural Sports Tour and Cultural trip to Madrid**

I am delighted that we will be having our first sports tour and cultural trip to Madrid next October half-term, in the first week of the holiday. The trip will be open for **current Year 6 to current Year 10**. Mr Banks is organising the event with a tour company he has worked with in his previous school. The trip provides the opportunity for girls and boys to choose either the sports option with a football focus including training in the Madrid training ground, and playing matches against some local school teams, or a cultural package with a range of day trips and activities in Madrid and the surrounding area. We can take about 45 pupils on the trip and places will be offered on a first come first served basis. It promises to be an excellent trip.

The tour company have provisionally arranged to come into school on **Tuesday 13 November** at 5.00pm in the school hall, to give a presentation to any pupils and parents who are interested in finding out more. The office will confirm the details next week.

### **Operation Christmas Child Shoe Box Appeal**

Every year we support the Operation Christmas Child Shoebox Appeal, with a target of collecting 100 boxes to send overseas to children who would not otherwise receive a gift this Christmas. The project is a lovely way of reminding children in very difficult circumstances around the world that they are not forgotten and that they are special. Pupils will be hearing more about the project over the next week.

The aim is simple: pupils choose whether to make a box for a boy or a girl. They fill a shoe box with simple gifts: toothbrush, toothpaste, soap and some toys, hair bands, colouring pencils and pens, colouring books, toys and so on. Some items are not suitable: anything sharp, anything with a fighting or war connection, toys requiring batteries, books (as the children are in non-English speaking countries). The first step is to wrap an empty shoe box in wrapping paper, although it is possible to buy a ready-prepared one provided by the charity from the school office for 50p, which can then be filled in the normal way. The deadline for boxes to be given to Mrs Prior is Friday 16 November. Please do contact the office, or your child's form teacher, if you need any more information about how to take part.

### **Armistice Day and the Poppy Appeal**

Every year in school we remember those who have died in wars by supporting the poppy day appeal. Remembrance Poppies will be on sale in school this week and the Charity Committee will be going round to form rooms during morning registrations. Poppies will also be available from the school office. We will have a minute's silence in assembly on Thursday and outside school to remember.

### **Staff News**

Mrs Lorraine Powell, the Office Manager, leaves Normanhurst at the end of this term after five years with us. We wish her all the best for her next venture. I am pleased to say that we have recruited Ms Toni Reid, an experienced office manager, to the position and she will join the staff in December.

### **ISA Autumn Conference**

Mr Clair and I are attending the Independent Schools Association autumn conference on Thursday 8 and Friday 9 November, which this year addresses some important current educational issues including electronic and social media, early childhood education, helping pupils to become critical consumers of the news and exam reform.

### **The Normanhurst School Parents' Association (NSPA)**

The NSPA held its Annual General Meeting before half-term and I am delighted that the officers were re-elected. The NSPA aims to help parents to get to know each other, support the school and to have opportunities to socialise. However, they recognise that parents are busy and it is hard for some to find time to connect. Some of our committee members have served for a long time, and their children are approaching the end of their careers at Normanhurst. I know the committee very much values the contributions our parents can make, however small or large. Please do consider if you are able to give any time or expertise to the team, either regularly or for events.

The NSPA meetings are always informal, friendly and focused on how we can provide fun events for families and support the children having an enriching set of experiences at school. They meet in the school hall and any parent is welcome to come along.

The NSPA holds an event each term. This term there is a family music quiz night, and a Sunday winter forest walk with refreshments. They promise to be thoroughly enjoyable events for parents, families and friends. Some members of staff will also be there joining in the fun.

### **Celebrating Christmas Together**

December is busy as usual with a number of seasonal highlights: the infant Christmas performances are on Tuesday 4 and Wednesday 5 December and Thursday 6 December, with a dress rehearsal on the Monday.

The junior pantomime trip is on Thursday 6 December for children from Reception up to Year 6.

Christmas Lunches are on Friday 7 December, with the junior Christmas party in the afternoon.

The Christmas Carol service is on Tuesday 11 December at 2.00pm at the Parish Church of St Peter and St Paul on the Green in Chingford. Parents and relatives are warmly invited to join us for the Carol Service, to which pupils contribute in music, singing, readings and drama.

### Coffee Mornings for Parents

Matthew Hagger and I are holding our annual parent coffee mornings after Christmas on Monday mornings from 8.45 – 9.45am. This provides an informal opportunity for you to chat to us about school life. As last year, we will meet in the library and parents can come into school via the centre gate.

Monday 14 January	Kindergarten and Reception parents
Monday 21 January	Y1 – Y2 parents
Monday 28 January	Y3 – Y6 parents
Monday 4 February	Y7 – Y11 parents

### Dates for the Diary this Term

Tue 6 Nov	09:00 – 14:30	Y2 trip Royal Gunpowder Mills Waltham Abbey
Wed 7 Nov		Rec-Y5 Flu Vaccinations
	09:15 – 12:15	Y5 trip to The View Queen Elizabeth Hunting Lodge
Thu 8 Nov	10:00 – 15:45	Y7 DT/Drama Little Angel Theatre artist workshop
Mon 12 Nov	08:30 – 15:30	KG-Y6 Celebrating WWI 100 Years workshop
Tue 13 Nov	17:00 – 18:00	Y6-10 Spanish trip October 2019 Parent meeting TBC
Wed 14 Nov	09:00 – 15:45	Y8 trip to Kew Gardens
Thu 15 Nov	07:30 – 18:00	ISA London North Badminton Championships
Fri 16 Nov	19:00 – 22:00	NSPA Rock n Roll Bingo
Tue 20 Nov	09:00 – 15:30	Y10&11 History trip to Imperial War Museum TBC
Thurs 22 Nov	16:00 – 17:30	Junior Spelling Bee at Oaklands School
Fri 23 Nov	08:30 – 09:00	Rec-Y6 Parents' Drop In Session
Mon 26 Nov	19:15 – 20:45	NSPA meeting (hall)
Wed 28 Nov	10:00 – 16:00	Y9&10 trip to Body World Exhibition TBC
Fri 30 Nov	13:30 – 15:30	EYFS Festive Fun Day
Tue 4 Dec	14:00 – 15:00	Infant Christmas Play to parents
Wed 5 Dec	09:30 – 10:30	Infant Christmas Play to parents
Thu 6 – Thu 13 Dec		Book Fair
	09:30 – 10:30	Infant Christmas Play to parents
	12:00 – 16:00	Rec-Y6 Christmas Panto
	12:00 – 15:00	KG&Rec trip to Dugdale Theatre
Fri 7 Dec	09:30 – 16:30	Y11 trip to Poetry Live
	12:00 – 14:00	Christmas Lunches
	14:00 – 15:15	Junior Christmas Party
Sun 9 Dec	11:00 – 13:00	NSPA Winter Walk & Mulled Wine family event
Mon 10 Dec		EYFS HUDL reports/Y1-10 Short reports published
Tue 11 Dec	14:00 – 15:00	Christmas Carol Service
Wed 12 Dec	12:00	Last day of term

I hope to see you at some of the events taking place over the next few weeks and I wish you and your children a happy and productive second half of term.

As always, if you have any questions you would like to raise with the school, please contact your child's form teacher, a member of the Leadership Team or telephone the school office to arrange an appointment. We are always happy to meet with you.

With my very best wishes

Yours sincerely



Mrs Claire Osborn  
Headmistress



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

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON

HEAD OFFICE ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE PRINCIPALS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

Normanhurst School is the trading name of Normanhurst School Ltd; registered in England at 6 Albion Hill, Loughton, Essex IG10 4RA; company number 9380841

