



Avondale Preparatory School

Ignite Your Purpose, Become Your Potential

High Street, Bulford, SALISBURY SP4 9DR

Tel & Fax 01980 632387

E-Mail: office@avondaleschool.org

Web: www.avondaleschool.org

Headmaster: Mr Stuart Watson BEd, Dip Tchg

Monday 22 August, 2016

Dear Parents

I trust that the summer holiday period has been a beneficial one for the family and that the improved weather in recent weeks has had a positive influence on outlook! May I remind you that all children return to school in **summer uniform** on Monday 5 September. As a polite reminder, we open the gate at 8am each morning.

May I take this opportunity to welcome a large number of new families to Avondale. We have had a number of late registrations over the holiday period, notably in our Tots and Nursery areas; we look forward to working in partnership with you in the weeks/ terms ahead.

Over the holiday period there have been a number of school improvements. Firstly, the front of the school has been repainted, with a new sign being installed above the door. The school dining room has also been redecorated and had a new floor put down; additionally, both school offices have had long awaited make-overs that will make you want to visit each day! One notable difference in the hallway is the removal of the sideboard on the left as you enter the front door. This used to house boxes for Parents Association Correspondence and letters addressed for my attention. In the new office there are a number of pigeonholes that are now clearly labelled for such correspondence.

Housekeeping for the start of the 2016-17 academic year

Staffing

I should like to welcome to the staffing team Miss Georgina Barrington as Year 3 teacher and Mr Anthony Rahman as Year 4 teacher. Additionally, we welcome Mrs Kay Francis as Director of Music. Please find below, the full staffing allocation for the year.

Year 6- Mrs Rachael Banham (Core Subjects Leader)

Year 5- Mrs Jo Stephenson- Jarrett (Head of Prep)

Year 4- Mr Anthony Rahman

Year 3- Miss Georgina Barrington, supported by Mrs Pauline Smith

Year 1/2- Mrs Melissa Beresford (Head of Pre- Prep) supported initially by Mrs Suzanne Stone and Miss Kellie Sturgess (AM) and Mrs Amy Jenkins (PM)

Reception- Mrs Alison Humphrey supported by Mrs Dawn Cannon (AM)

Nursery- Mrs Sarah Lamont, supported by Mrs Teri Hayward (full time)

Tots- Miss Victoria Scadden, supported by Mrs Sheryl Davis (AM), and Mrs Aprille Nicholls (PM)

Communication and Billing

Firstly, it will come as no surprise to you that you are receiving this letter by means of e-mail; this will be our preferred method for correspondence going forward. Furthermore, all ASCC and uniform invoices shall be sent using this method, in addition to Termly invoices and letters. This way, we anticipate that information will arrive home promptly, whilst cutting down on unnecessary paper wastage. In this respect, please may we ask that your e-mail details are up- to- date and accurate with the school

office. **We kindly ask that your spam folder is checked on a regular basis as this is where a number of items ended up last year. Please be reminded that ASCC bills are now sent out monthly (approximately three times a term).**

All trips are now invoiced in arrears and will appear on the following term's invoice; there is an exception to this arrangement- all Nursery trips in the Summer Term and all Prep residential trips such as Hooke Court, and PGL; these will be invoiced separately and shall be billed in advance, due to deposits required from us as a school. Please note that excursion fees are calculated, based on the cost of the activity, (including transportation) divided by the number of children participating. In the event of sickness, excursion fees are not refunded.

Contact Details/ Permission Slips/ After School Clubs/ Autumn Term Calendar

We are in the process of compiling the Autumn Term calendar at present; the start of the new academic year is an incredibly busy time and there are a number of dates that need to be confirmed/ added. Consequently, the Autumn Term calendar will be sent home with your child on Day 1, together with new 'Contact Detail Forms', 'Medical Forms' and permission slips to be returned in the named plastic wallet to the office by **Tuesday 6 September**.

I would encourage you to refer to our website for further information- due to the large scale of changes at this time of the year, we anticipate that updates will be completed by the end of week 2. **Any cancellation of after school activities (or other events) will be communicated on the whiteboard at the side blue gate** should it be known about in advance- children are also told at the start of the week at the conclusion of assembly; **only in the event of late notice, shall we text parents**. After school activity lists will be displayed online in the hallway leading to the dining room. These lists are the official ones taken for communication with home- please may we kindly ask that you check that the details are accurate, as it is not uncommon for children to start (or stop) clubs later in the term and for texts to be omitted.

Whilst ASCC shall operate from Day 1, teacher led clubs will start on Wednesday 7 September. A full list of clubs shall be made available in the calendar (given out day 1) which shall be accompanied with a permission letter; return of the permission slip promptly will ensure acceptance to some clubs that have restrictions on numbers. You will be contacted by phone if we are **unable** to accommodate your requests. **Please be reminded that ASCC now finishes at 5:30pm every night**.

Uniform

We have high expectations in respect to our uniform. Please be advised that only listed Avondale items of uniform are permitted to be worn at school. All uniform requirements and price lists can be found on our website www.avondaleschool.org

All uniform must be **clearly marked** with your child's name on it; any uniform found without names will be put in lost property which can be found on the left hand side as you enter the school hall. If it is not claimed by the end of each week, it will be placed in our Thrift Shop. Named items of clothing shall be returned to respective owners.

The uniform shop will be open on Thursday 1 September from 10.30 – 11.30 and Friday 2 September from 10.30 – 11.30. If you are unable to make these dates or times, please send an e-mail to the office and your uniform will be sorted, week beginning Monday 5 September. Mrs Sam Wallace will continue to run the uniform shop this year; should you require any uniform, please email the school office at office@avondaleschool.org and Sam will be happy to meet with you. During term time, the uniform shop hours are Mondays and Fridays (8:30-9:30)

As advised earlier, children should return to school in summer uniform. Children in Reception to Year 6 require a blazer to be worn to and from school; **all children from Nursery to Year 6 require the school hat to be worn to and from school**.

Additionally, the new PE kit, detailing house colours for those children in Years 1-6, should be brought in for use in PE lessons. **Please be advised that Prep School games (Years 3-6) will commence on the afternoon of the first day back.** Children in the EYFS will have the older style 'blue' PE kit.

The summer PE uniform will be worn by the Prep Department (Years 3-6) until half term (and again in the summer term) and for Years 1 and 2 for PE for the duration of the year. All children should have **white sports socks, with the exception of Prep boys, who will require the longer red socks for use with shin pads and boots in the football and rugby seasons.** Please may I ask that all items of clothing are named- it is a very easy process handing lost items back to the correct party if items are named, and a very frustrating one for all concerned, if they are not. **The change- over to winter uniform for Prep pupils will occur after the half term break.**

Appointments/ Requests for Absence

Inevitably there are a number of appointments that are necessitated throughout the course of a school week- to ensure the safety of all children is kept paramount, please may we ask that the office is informed the moment you take your child and at the point in which they are returned to school.

All requests for absences other than doctor's/ dentists and the like, **should be directed to myself in writing. This is a mandatory requirement.** Please may I ask that holidays are booked around the dates outlined in the Termly calendars; we want your children to progress and prolonged absences from school can affect attainment levels.

Employment Opportunity

As a school we have been successful in being granted a small amount of funding for the employment of a person to support one of our delightful two year olds, who has cerebral palsy. The position would be for two afternoons a week (Tuesdays and Fridays) from 1-5:30pm and is for a fixed term, whilst the funding remains in place; we have every confidence that it will continue throughout the year. No experience is necessary other than wanting to support a very charming little boy! Should you be interested, please may I ask that you speak with me as soon as possible.

Peripatetic and SEN Lessons

Timetables for respective peripatetic teachers follow a tumble system so as to avoid children missing the same lesson each week. These timetables are displayed in respective classrooms and on the Parents Noticeboard in the school foyer/ hallway. Mr Knott shall commence his teaching programme on the first day back- Monday 5 September. Lessons with Mrs Reed commence on Thursday 8 September and with Mrs Sandu on Friday 9 September. Whilst we endeavour to make up any absences for children on school trips, we are unable to do the same, or refund, in the event of sickness or planned holidays.

Swimming

Please be advised that swimming starts at Durrington Pool for children in Years 1-3 (*with Year 4 being optional*) **on the first day back of the term- Monday 5 September.** Please may we kindly ask that your child is collected from the pool at 3:30pm if you are able to do so. We appreciate that this is not always able to happen and we will endeavour to collect as many children as possible from the pool in the school minibus at 3:45pm.

We finally got there! I have no doubt that there will be other little snippets that come up in the next couple of weeks- in this respect, please may I draw your attention to the whiteboard at the side entrance to the school as a means of communication. Needless to say, we look forward to welcoming you and the family back on Monday 5 September in what, I know, will be another successful year.

Yours sincerely

Stuart Watson