



Whitley Chapel Church of England First School
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Headteacher: Miss Jenny Morgan

Dear Parents

Thursday 18th November

Medicine in school

It is that time of year again when children are going down with infections and may need to take prescribed medicine in school. Please can I ask parents to take their medicine to the school office, or give it to the class teacher, not to Linda, as you will need to fill in a medication form to ensure that we give the right dose at the right time. This also includes non-prescribed medicines such as Calpol, as we are not permitted to give these without the express permission of parents. If you are unable to come to school to drop your child off in the morning, please can you ring to speak to the class teacher or Mrs Thompson, or send your permission by email.

Flu vaccination programme

For those of you who have given permission, pupils will be receiving their flu vaccinations on Thursday 25th November.

School Photograph

The school photographer is coming at 1.00 pm on Tuesday 7th December to take individual photographs or photographs with siblings. If your child has a younger sibling who has not yet started school, but you would like them to be in the photograph with their brother or sister, you are welcome to come at 1.00 pm, and we will do those photographs first. Please can you let us know if you are intending to do this. It would also be helpful if you could send in a hairbrush or comb on that day, as the children will have been outside to play and may not be looking very tidy!

School Fayre Thursday 4th December

We are holding a small School Fayre on Thursday 4th December from 3.30 – 4.30 pm to raise money for the Christmas parties and general Christmas expenses. There will be refreshments, Tombola, a Bottle pull, games designed and run by Class 2, a Children's book stall, a cake stall, and Christmas Crafts. If you are able to donate anything towards this – inexpensive small gifts and sweets for the Tombola, bottles for the Bottle pull – anything at all from wine to washing up liquid and shampoo, vinegar or lemonade – homemade cakes, we would be very grateful. Please drop your donations off to the Staff room, or bring cakes on the morning of the Fayre.

Building Trust Fund Raffle

The Building Trust fund trustees will be running a raffle of more expensive quality gifts and donations on the evening of the school production – Tuesday 14th December 6.00 pm in the Parish Hall, proceeds to go towards the playground re-furbishment project. If you would like to gift something for this, either an item or a voucher for an activity or service, please speak to Gemma Kellett, Amanda Reed or Katherine Halliday (Rowell).

Christmas cards

As in previous years, the children will be designing Christmas cards which we will sell in packs of ten for £5.00. We will send out order forms as soon as they are ready.

Notification of school closure in case of snow

We have already had warnings of heavy snow. We have not had to close the school in the last two years, but just in case, the procedure is as follows:

We will keep an eye on the weather forecast, and if we can, we will notify parents the day before by letters in book bags, and will send homework to be done on the day of closure.

If the snow is unexpectedly heavy in the morning and school has to be closed at short notice, Miss Morgan or Mrs Hilton will try to get to school first thing to man the telephone, but they will also put a notice on the Homepage of the school website (search for Whitley Chapel CE First School) and on the school Facebook page. We will try to do this by 8.30 am. If possible we will send homework to pupils by email.

If snow comes on heavily during the day and children have to be sent home early, we will ring parents to ask them to collect children before the end of the school day. Children using School Transport may well have to go home earlier as the taxis need to be extra cautious. Miss Morgan or Mrs Hilton will stay in school until you can come to collect your child.

Please be aware that members of staff also have to travel home safely, and if there are severe weather warnings we would be grateful if you could be prepared to come early to pick up your children even if you would normally be working. We would prefer them not to stay to after school clubs or Chat and Relax if the snow is really bad.

Kind regards

Miss Jenny Morgan