



St. Stephen's School  
and Children's Centre  
*Learning for Life*



Dear Parents/Carers,

I should like to welcome you all to the start of the new academic year 2011/2012.

I am proud as the newly appointed Headteacher to have the opportunity to lead this federated group of outstanding schools and Children's Centre with dedicated staff and a supportive community committed to excellence in education.

I am confident that we will have another very successful year. The partnership and support we receive from parents plays a key role in the children's education and it is imperative that we all continue to work positively together.

I wish to advise you of some important dates that have been set for this term:

### **Autumn Term Events 2011**

#### **SEPTEMBER**

Tuesday 6<sup>th</sup> September -Meet the teacher Open afternoon for Years 1,3 and 5 at 3.30pm

Wednesday 7<sup>th</sup> September -Meet the teacher Open afternoon for Years 2, 4 and 6 at 3.30pm

Tuesday 13<sup>th</sup> September -Meet the teacher Open afternoon for the Reception classes 3.30pm

#### **OCTOBER**

Wednesday 5<sup>th</sup> -Friday 7<sup>th</sup> - Year 5 Residential to Barge Haybay

Thursday 6<sup>th</sup> October-Governor's Open Day

Week beginning 10<sup>th</sup> October-whole school educational visits to the British Museum

Friday 21<sup>st</sup> October-Half Term holiday - School closes at 3:15 pm

Children's Centre and Day care will remain open.

Monday 31<sup>st</sup> October -School restarts at 8:55 am

I will inform you of any additional dates and events that may be set during the term.

#### **SCHOOL UNIFORM**

The school encourages all children to wear the uniform. The school sweatshirt may be purchased from the school office. Each item of uniform **must** be clearly marked with the pupil's full name. All PE clothing must be kept in the appropriate bag when not being used - **not** a carrier bag. Make up and nail varnish are not permitted. No jewellery may be worn in school, except for plain ear studs, if appropriate: one in each pierced ear. No sleepers or other earrings may be worn. The school will not accept responsibility for the loss of, or damage to, watches or ear studs. For pupils who wear headscarves these must be plain white.

### **Winter uniform**

- White shirt/ polo shirt
- School sweatshirt with the name of the school on it or a grey cardigan
- Grey trousers/skirt/pinafore/leggings
- Black or white socks
- Black shoes - **not** trainers or boots

### **Summer uniform**

- Blue gingham/checked summer dress
- White leggings
- Grey cardigan
- Grey shorts/trousers
- Black or white socks
- Black shoes or sandals - **not** open-toed or sling back or trainers

### FOR INDOOR P.E (and outdoor summer lessons)

- White T-shirt
- Black shorts
- Black leggings optional for girls
- Black plimsolls

### OUTDOOR P.E (Autumn/Spring)

- White T-shirt (school sweatshirt if cold)
- Black leggings/ black track suit bottoms
- Trainers

### SWIMMING

- Swimming costume or trunks for swimming days (Year 4)
- Swimming hat (Year 4)

## **ATTENDANCE AND PUNCTUALITY**

Pupils are expected to attend school each day unless ill. If your child is absent due to illness you need to inform the school office as soon as possible. Your child will also need a letter from you on his/her return confirming the reason for his/her absence.

Please note:

The Primary School times are **8.55 a.m. - 3.15 p.m.**

The Nursery School times are morning -9am-12 noon and afternoon 12.30pm-3.30pm.

**It is important that your child arrives at school and is collected on time.**

## **HOLIDAYS IN TERM TIME**

Please note that the school keeps strictly to the National and Newham Policies regarding extended holidays:

1. Parents need to apply to the school for any leave
2. The school will only permit leave under **exceptional** circumstances
3. The pupil's place will be closed if the above steps are not taken
4. Parents should **not** request leave for pupils in **Year 6**
5. **Leave will not be granted if your child's attendance is below the School target of 96%.**

I and all members of the staff team wish to thank you all for your continuing support and loyalty to the school.

We need to work together in this way and so support all our pupils to achieve very well.

Ms Neena Lall  
Head Teacher