



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

## Headteacher's Newsletter

Issue 1

6<sup>th</sup> September 2013

Dear Parents,

I would like to extend a warm welcome to the families of all of our children at St Stephen's Schools and Children's Centre. I hope you have enjoyed a restful summer break and feel re-energised for the start of a new school year. A particularly special welcome to all the new families who have joined us at St Stephens, in the Nursery School, Reception class and many other year groups in school. I hope that your child's first days in school will be happy ones and they quickly feel at home in their new environment.

I am enormously proud to be Head Teacher at St Stephens. Ofsted reported "St Stephen's is an outstanding school where pupils enjoy and achieve well".

I attribute this to the dedication and commitment of our excellent staff and the strong relationship that we nurture between staff, children and their families. Our aim is for all of our children to realise their full potential, strive to achieve high levels of attainment, become good citizens and prepare well for their future.

Lots will be happening over the next few weeks and the main purpose of this first newsletter is to provide you with some key information. Please also look out for class curriculum newsletters, explaining what the children will be studying this term, which will be given out during the 'meet the teacher' evenings next week.

These are exciting times for the school as we undertake a large building project that will increase the capacity of our building and facilities giving us a learning environment ideally suited to 21<sup>st</sup> Century education. This project will see the creation of 7 new classrooms, an extension to the dinner hall, refurbishment of the school hall, a new crèche area in the Nursery and complete landscaping of the whole site to make all outdoor areas useable all year round. Updates will be displayed in the main school entrance.

As always, if you have any other queries or questions, please speak to your child's class teacher or to our friendly office staff who will do their very best to be of help and assistance. My door is always open so please feel free to contact me. We regularly update school news on the website so please look there for new information.

Ms Neena Lall -Headteacher



**AUTUMN TERM DATES 2013****SEPTEMBER**

Tuesday 3 <sup>rd</sup> September	School restarts at 8:55 am
Monday 9 <sup>th</sup> September	Maintained Nursery School opens
Tuesday 10 <sup>th</sup> September	Meet the teacher Open afternoon for Years 1,3 and 5 at 3.30pm
Wednesday 11 <sup>th</sup> September	Meet the teacher Open afternoon for Years 2 and 4 at 3.30pm
Thursday 12 <sup>th</sup> September	Meet the teacher Open afternoon/ secondary school transition meeting for Year 6
Monday 16 <sup>th</sup> September-Wednesday 18 <sup>th</sup> September	FAIRPLAY HOUSE RESIDENTIAL for Year 6
Tuesday 17 <sup>th</sup> September	Meet the teacher Open afternoon for the Reception classes 2.30pm
Wednesday 18 <sup>th</sup> September	Year 3 Theatre Visit to the Lion King
Wednesday 25 <sup>th</sup> September	Year 4 Theatre Visit to the Lion King
Monday 23 <sup>rd</sup> September	Governing body finance committee meeting at 9am

**OCTOBER**

Tuesday 1 <sup>st</sup> October	Year 5 visit to Stratford Circus
Wednesday 2 <sup>nd</sup> October	Year 2 Theatre Visit to the Lion King
Monday 7 <sup>th</sup> October	Maintained Nursery and Day Care closure- staff training
Wednesday 9 <sup>th</sup> October	Year 6 Theatre Visit to the Lion King
Thursday 10 <sup>th</sup> October	Full Governing Body Meeting 6pm
Wednesday 16 <sup>th</sup> October	Year 5 Theatre Visit to the Lion King
Friday 18 <sup>th</sup> October	Half Term holiday - School closes at 3:15 pm Children's Centre and Day care will remain open.

Monday 4<sup>th</sup> November -Primary School restarts at 8:55 am  
Nursery School 9am/12.30pm

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

## JOY CUP

This year we have introduced 'THE JOY CUP'. This will be awarded to a member of each class each term. The joy cup is awarded to those children who have a joy for coming to school and embrace all that St Stephen's has to offer.

I would like to congratulate the joy cup winners for the Summer Term 2013.

RA Sadiya Muzahir	1M Tanusri Dabbara	2L Ahad Jeveth	3A Ranvir Jutla	4C Suraiya Ali	5J Khadijah Bhariwala	6D Abdullah Noor
RS Hisham Ahmed	1S Rida Rafiq	2S Loqman Loqman	3L Hammad Shahzad	4J Mnal Waqas	5K Bushra Makadan	6J Nadia Khalig

## AWARDS 2012-2013

Pupil of the year

- Reception-Rutvi Patel
- Year 1-Maryam Jeeva
- Year 2-Zehrin Chowdhury
- Year 3-Rashida begum
- Year 4-Ahmed Yunus Jeeva
- Year 5-Keerthi Kadari
- Year 6-John Sheehan

I would like to take this opportunity to congratulate the children for all their hard work, efforts and achievements and thank all parents for their support for the school and their children.

## JUNIOR LEADERSHIP TEAM

I am pleased to announce the new JLT team for 2013 2014.

Head Boy	Head Girl	Deputy Head Boy	Deputy Head Girl
Andre Macsim	Humayra Ismail	Shakhawat Khan	Evelyn Weeden

## FUNDRAISING

Last term the children and the school community raised:

1. £710 from 'The Big Toddler' from Barnardo's
2. £475 from The Scholastic Book fair for books for school
3. £1,200 from Speedmark and Dress up and Dance for Macmillan Cancer Support charity
4. £1,043 from the summer fair to be spent on sustainability projects, production lighting and for school fund

We thank you for your continued support for our school and the many charities we donate to.

## STAFFING

### Primary

- We welcome Sarah Hooper, Amy Buchanan and Maryjane Wilson as permanent members of staff who have started this term.
- We have two schools direct students for the whole year. Wendy Steatham and Donna Treguer are working as part of the Year 6 and Year 2 teams respectively.
- We welcome Heidi Birch, teacher assistant who will be working in the Reception classes.

### Nursery:

- We are in the process of appointing 3 new nursery nurses to join us in September.
- We have appointed a new admin assistant, Tracy Cairns to join the busy Nursery and Children's centre front desk from September.

### Daycare:

We are in the process of appointing a new nursery officer in yellow room.

### Children's Centre:

We are in the process of appointing a new crèche assistant.

## 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 immediately. 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.**

There are staff in the Primary playground at 8.45 however you are still responsible for your children until 8.55 when you hand them over to the class teacher.

The school rules apply as soon as the children enter the school grounds.

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.**

### **SCHOOL DINNERS**

We encourage that all children remain at school during lunchtime where we provide them with a balanced and nutritious school meal. However, if you would like your child to go home for their lunch it is important for their safety and well being that the school is made aware of this. We therefore ask that parents provide the school with a written letter at the beginning of each week stating the days that their child is going home for their dinner.

If a child has not been collected, a member of the office staff will phone home to see if someone is on their way. If there is no reply a school dinner will be provided for them.

### **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 and may incur a fine from the Local Authority
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%.**

### **PARENT SURVEY**

You may be aware at the end of last term we asked you to complete a questionnaire about various aspects of school life. I would like to thank you for returning the survey and will inform you of the results and actions taken in the next newsletter.

At St Stephen's we feel that education is a partnership between the child, you as parents and the school. We believe that children achieve more, are happier and thrive when schools and parents work together. Your views are very important and will be taken into consideration for any planning that takes place about future developments in the school.

#### **PRIMARY SCHOOL INFORMATION**

The school is required to keep up to date records and signed consent forms. The following documents will be given to your child in the next few days. Please would you ensure these are completed, signed and dated and returned to school by Friday 13<sup>th</sup> September.

1. Personal information update/Data protection agreement/ Local visits consent form
2. Home school agreement

If any of your personal information changes during the year e.g. mobile phone number, please inform the school offices immediately.

#### **SAFEGUARDING**

Our school website gives comprehensive advice regarding safeguarding. Key policies are also available from the drop down menu.

#### **CONTACT US**

**St Stephen's Schools and Children's Centre, Whitfield Road, London E6 1AS**  
**Head teacher: Ms Neena Lall**

<b>PRIMARY</b> Deputy Head Teacher-Mr Kenneth Davies	Nursery and Children's centre Deputy Head Teacher-Mrs Janet Mantey
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**This newsletter is also available on the school website.**