



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

## Headteacher's Newsletter

Issue 1

10<sup>th</sup> September 2018

Dear Parents,

Welcome back to the start of a new academic year. I hope you all had an enjoyable summer and are ready for the year ahead. Many thanks for the lovely cards, gifts, emails and good wishes which were sent in at the end of last term; they were very much appreciated.

A particularly warm welcome to the new families that have joined St Stephen's Schools and Children's Centre this term. We are continuing to offer 30 hours of free Nursery childcare for eligible parents. Our new Reception children joined us and are settling in remarkably well. During the next few weeks, each year group has a 'meet the teacher' session which involves learning about the curriculum being delivered, trips and all other information which is relevant to your child's year group and where parents will be asked to sign the new Home School Agreement. (This is attached at the end of this newsletter.)

This is the first of our half termly newsletters which are published on our websites. The newsletter is generally our main source of communication with parents. The Leadership team are at key entrances and exits at the beginning and end of the day and are available to talk to you about anything concerning your child and the school. Being a big school, life is always busy here with lots of exciting events already planned for the year ahead.

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 or my Deputies. We regularly update school news on the website so please look there for new information.

*Ms. Neena Lall*  
Headteacher

## MESSAGE FROM THE CHAIR OF GOVERNORS- Mr Shashankar Jana

A warm welcome to the new children and their parents joining our St Stephen's family. The Governing body, along with the Headteacher and staff will ensure your child fulfils their potential here. Looking forward, I am requesting that parents attend the numerous consultation evenings and communicate with the school regularly. We have an open door policy and Neena is happy to talk to you about your child and the school.

Please note our two parent Governors, Nasima Noorani and Sarah Butler who are your representative on the Governing Body. I as Chair am also available if necessary. I wish the new parents a happy and successful journey with us here at St Stephen's.

## GOVERNING BODY

I am pleased to inform you of our current Governing body.

	<u>Name &amp; Positions</u>	<u>Governor Type</u>
1.	Mrs Sarah Butler	Parent Governor
2.	Mrs Nasima Noorani	Parent Governor
3.	Mr Abdul Shakoor	Authority Governor
4.	Mr Shashankar Jana	Chair of Governors/Co-opted Governor
5.	Mr Sandipan Chowdhury	Vice Chair of Governors/Co-opted Governor
6.	Vacancy	Co-opted Governor
7.	Vacancy	Co-opted Governor
8.	Mr Mark Little	Staff Governor
9.	Ms Neena Lall	Head teacher Governor

## STAFFING

### Primary

- We welcome Elin Harding, Eva Duncan, Ruth Munglani and Rhiannon Davies as permanent newly qualified teachers.
- We welcome Iram Mansoor, Marta Cwalinska and Jo Chang Smuts as new members of our staff team.
- We have four students for the whole year, who are working throughout the school.

### Nursery:

- We welcome Melissa Macfarlane who is a teacher in Blue room
- We welcome Sophia Amir into the Children's Centre team and Aishah Chaudhry into Daycare.

## AUTUMN TERM DATES 2018

### SEPTEMBER

11 <sup>th</sup> September	Year 6 Meet the teacher @3.30 in the school hall
12 <sup>th</sup> September	Year 5 Meet the teacher @3.30 in the school hall
13 <sup>th</sup> September	Year 4 Meet the teacher @3.30 in the school hall
14 <sup>th</sup> September	Year 3 Meet the teacher @3.30 in the school hall
17 <sup>th</sup> September	Year 2 Meet the teacher @3.30 in the school hall
18 <sup>th</sup> September	Year 1 Meet the teacher @3.30 in the school hall
19 <sup>th</sup> and 20 <sup>th</sup> September	Level 1 and 2 cycle training -Year 3&4
19 <sup>th</sup> September	6 EW Educational visit to SKY studios
24 <sup>th</sup> September	HARVEST Collection -Donations of tinned and dried foods are welcome
24 <sup>th</sup> /25 <sup>th</sup> /26 <sup>th</sup> /27 <sup>th</sup> /28 <sup>th</sup> September	Level 1 and 2 cycle training -Year 5&6
27 <sup>th</sup> September	Reception parent workshop @9.15am
28 <sup>th</sup> September	McMillan Coffee afternoon 2.30pm in the school hall

### OCTOBER

1 <sup>st</sup> October	6TN Educational visit to SKY studios
8 <sup>th</sup> /9 <sup>th</sup> /10 <sup>th</sup> October	Reception Class visit to the forest
11 <sup>th</sup> October	Reception Classes Consultation day-Reception Closed for pupils
16 <sup>th</sup> October	SEN Parent Forum
19 <sup>th</sup> October	Half Term holiday - School closes at 3:15 pm Children's Centre and Day Care will remain open.

Monday 6<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.

### **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 and provide evidence of flight details (if applicable) stating the date of departure and return.
2. The school will only permit leave under exceptional circumstances
3. Parents should not request leave for pupils in Year 6
4. Leave will not be granted if your child's attendance is below the school target of 98%
5. Extended leave will only be granted once every two years
6. Extended leave will only be granted for a maximum of 5 days
7. The pupil's place will be closed if the above steps are not taken and may incur a fine from the Local Authority. Should leave be taken that the school did not approve a fine warning letter may be issued and imposed to the parents/carers by the London Borough of Newham Children's Services Attendance Management Service.

## 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 8.30am. All parents will be asked to leave the playgrounds at 8.45am.

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

The Nursery School times are morning -8.40am -11.40am and afternoon 12.40pm-3.40pm.

The children who have a 30 hour place will attend 8.45am -3.15pm

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

School begins at 8.55 am. Please help your child to be punctual.

If your child is only 5 minutes late every day this means that they will have missed 3.3 days of teaching and learning throughout the school year. Arriving at school at 9:25am means that they have missed 20 days throughout the year which can seriously disadvantage your child.

## PUPIL OF THE YEAR AWARDS 2017-2018

Reception- **Azan Shahzad**

Year 1- **Hussein Ali**

Year 2- **Abdur Rahman Islam**

Year 3- **Muhammad Yaqub**

Year 4- **Khadijah Touami**

Year 5- **Zaina Mohammed**

Year 6- **Hasan Bhuta**

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.

## 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.

## WRAPAROUND CARE

St Stephen's offers after school 'Wrap Around Care'. This provides children with a safe and happy environment beyond school hours. The sessions are structured and supported with trained staff who provide opportunities to play, support, listen, talk with the children. This will be a paid for provision that parents need to apply for and the cost of it will be as follows:

<b>After School Club</b> 3.15-5.45pm	<b>Daily cost</b> £7.00	<b>Weekly cost</b> £35.00
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If you are interested in Wrap Around Care for your child, please read our information booklet, which can be obtained from the main school office or the school website.

To secure a place, please complete and return the registration forms and pay a £40.00 deposit to the main school office as soon as possible. Places will be allocated on a first come, first serve basis.

### Further Information

For further information please contact Jash Halai/Mark Little by telephoning 0208 472 7575 or by email at [info@st-stephens.newham.sch.uk](mailto:info@st-stephens.newham.sch.uk).

## 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 21<sup>st</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

**Mobile Phones** - It has come to my attention that some parents are using their mobile phones on the school premises. I would like to take this opportunity to remind you that the use of mobile phones anywhere on the school site is prohibited, except during school parents' assemblies, where this can be monitored.

### **Safeguarding Team**

The Federation Safeguarding Lead is: Adam Bennett

The Primary Lead is: Jenna Chapman

The Nursery Lead is: Janet Patterson

The Day Care Lead is: Harsha Mesuria

The Children's Centre Lead is: Marie Foley

Please come and see one of us, or any member of the leadership team, if you have a safeguarding concern.

## CONTACT US

St Stephen's Schools and Children's Centre, Whitfield Road, London E6 1AS

Head teacher: Ms Neena Lall

[neena.lall@st-stephens.newham.sch.uk](mailto:neena.lall@st-stephens.newham.sch.uk)

### Primary School

Tel: 020 8472 7575

Email: [info@st-stephens.newham.sch.uk](mailto:info@st-stephens.newham.sch.uk)

Website: [www.st-stephens-primary.org.uk](http://www.st-stephens-primary.org.uk)

### Nursery School

Tel 020 8586 0147

Email: [childrenscentre@st-stephens.newham.sch.uk](mailto:childrenscentre@st-stephens.newham.sch.uk)

Website: [www.st-stephens-nurserychildrenscentre.org.uk](http://www.st-stephens-nurserychildrenscentre.org.uk)

Deputy Head Teacher

Mrs Fozia Ramzan

[fozia.ramzan@st-stephens.newham.sch.uk](mailto:fozia.ramzan@st-stephens.newham.sch.uk)

Deputy Head Teacher

Mr Adam Bennett

[adam.bennett@st-stephens.newham.sch.uk](mailto:adam.bennett@st-stephens.newham.sch.uk)

This newsletter is also available on the school website.

## Home School Agreement

Together we will ensure that:

### Vision Statement

Every St. Stephen's child blossoms into a confident, respectful, modern British citizen prepared to be an aspirational contributor in the global community.

Staff	Parents	Children
<p>We will ensure that we will:</p> <p><b>Secure basic skills.</b></p> <p><b>Challenge children to develop resilience and have a commitment to succeed.</b></p> <p><b>Have high expectations for all children.</b></p> <p><b>Offer excellent role models for the children.</b></p> <p><b>Open door policy where we will inform you about your child.</b></p> <p><b>Learn through a balanced curriculum to become a modern British citizen.</b></p>	<p>We will ensure that we will:</p> <p><b>Provide opportunities to enable our child to become a modern British citizen.</b></p> <p><b>Always send our child to school with the appropriate uniform/ PE kit.</b></p> <p><b>Read with my child and ensure that my child completes their homework to the best of our ability.</b></p> <p><b>Encourage my child to do his/her best at all times.</b></p> <p><b>Notify the school of any changes at home.</b></p> <p><b>Take an active role in attending school events and be open and supportive to opportunities that the school offers to my child.</b></p> <p><b>See that my child goes to school every day and arrives on time.</b></p>	<p>We will ensure that we will:</p> <p><b>Complete all my homework to the best of my ability, independently and read everyday</b></p> <p><b>Have the confidence to speak to an adult if there is a problem.</b></p> <p><b>I will take responsibility for my own learning, equipment and behaviour.</b></p> <p><b>Listen carefully and respect all adults and the school environment.</b></p> <p><b>Do my best, every day.</b></p>
Signed:	Signed:	Signed:
Date:	Date:	Date: