



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

## Headteacher's Newsletter

Issue 1

11<sup>th</sup> September 2017

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. For the first time at St Stephen's we are offering 30 hours of free Nursery childcare for eligible parents. Our new Reception children joined us and are settling in 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.

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. Being a big school, life is always busy here with lots of exciting events already planned for the year ahead.

The list of dates in the newsletter hopefully gives enough notice for events which may require further planning. I am sure the children will soon settle back into school and already look fantastic in their smart new clean uniforms, my thanks to parents for supporting the school's high standards regarding the uniform and the changes in the policy.

Finally, I am delighted to announce that St. Stephen's has been awarded the Level 2 Rights Respecting School Award. This is the highest accolade that UNICEF can bestow upon a school and represents an acknowledgement of the hard work all pupils, staff, parents and governors have put in, to place the Convention of the Rights of the Child at the heart of all our work. St. Stephen's is the first Level 2 Rights Respecting School in Newham.

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 Arif Qawi

A warm welcome to the new children and their parents joining the fantastic St Stephen's family at the beginning of another academic year! Our superb Head and our staff will continue to do all they can to give all the children the best start in life, as they begin their academic journey. In keeping with this, we are now embracing Acadamisation, so that, as an independent Academy, we can improve our offerings to our children, and strive even harder to maximise the potential in each and every single child that walks through our doors. I humbly request that everyone tries to attend the public consultations we are holding. This is your chance to ask anything you wish, and our chance to answer any questions that you might have. St Stephen's will never, ever waiver from its goal to be the best possible school it can be, and continue to be the most obvious destination for any child in Newham. My fellow Governors and I are fully committed to maintaining a superb environment for the children by fully supporting the Head and her exceptional team. All I ask of every single parent is to fully commit to the St Stephen's ethos, and get totally behind Neena and her team. As always, I am happy to talk to any parent about any subject they wish, regarding St Stephen's and the children.

## GOVERNING BODY

I am pleased to inform you of our current Governing body following some recent changes.

	<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 Arif Qawi	Chair of Governors/Co-opted Governor
5.	Mr Sandipan Chowdhury	Co-opted Governor
6.	Vacancy	Co-opted Governor
7.	Mrs Tai Gynn	Co-opted Governor
8.	Mr Mark Little	Staff Governor
9.	Ms Neena Lall	Head teacher Governor

## ACADAMISATION

### Proposed Conversion to Academy Status

The governing body of St Stephen's Primary School has applied to become an academy under the Academies Act 2010. In accordance with the requirements of the Academies Act 2010, the governing body is consulting on whether the school's academy conversion should take place. Further information about what becoming an academy means, and how to comment on the proposals, is set out below.

### Will St Stephen's Primary School definitely become an Academy?

The governing body has submitted an application to convert to academy status and is working towards a conversion in January 2018. However, the school is not obligated to become an academy until the contract between the academy trust and the Department for Education (known as the Funding Agreement) is signed.

The academy trust will not sign the Funding Agreement until parents and carers of pupils at the school, staff at the school, and pupils themselves have had the opportunity to comment on whether the school's academy conversion should take place. You are invited to a consultation meeting on **13<sup>th</sup> September 2017 at 6.00pm**, to learn more about the proposals to become an academy, or to comment on the proposals.

We have also held meetings with staff, and will be keeping pupils informed throughout the process.

## AUTUMN TERM DATES 2017

### SEPTEMBER

12 <sup>th</sup> September	Year 6 Meet the teacher @3.30 in the school hall
13 <sup>th</sup> September	Year 5 Meet the teacher @3.30 in the school hall
13 <sup>th</sup> September	Acadamisation Consultation for parents and Staff @6pm in the school hall
14 <sup>th</sup> September	Year 4 Meet the teacher @3.30 in the school hall
15 <sup>th</sup> September	FRIENDSHIP DAY
18 <sup>th</sup> September	Year 3 Meet the teacher @3.30 in the school hall
18 <sup>th</sup> September	HARVEST Collection -Donations of tinned and dried foods are welcome
18 <sup>th</sup> September	Level 1 Cycle training- Year 3&4
19 <sup>th</sup> September	Year 2 Meet the teacher @3.30 in the school hall
20 <sup>th</sup> September	Year 1 Meet the teacher @3.30 in the school hall
25 <sup>th</sup> September	Level 1 and 2 cycle training -Year 5&6
28 <sup>th</sup> September	Reception parent workshop @9.15am

### OCTOBER

9 <sup>th</sup> /10 <sup>th</sup> /11 <sup>th</sup> October	Reception Class visit to the forest
12 <sup>th</sup> October	Reception Classes Consultation day-Reception Closed for pupils
16 <sup>th</sup> October	SEN Parent Forum
18 <sup>th</sup> October	Year 1 phonics workshop @9.15am
19 <sup>th</sup> October	Reception parent coffee morning
20 <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
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**

**Leave will not be granted if your child's attendance is below the school target of 98%.**

**Children will only be granted one leave in a two year period.**

## 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.

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.**

The children who have a 30 hour place will attend **9am-3.20pm**

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

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

### WHAT DOES MY ATTENDANCE PERCENTAGE MEAN?

#### APPROXIMATE AMOUNT OF DAYS MISSED SINCE SEPTEMBER:

Attendance Rate	By end of Autumn Term	By end of Spring Term	By end of Summer Term
100%	0	0	0
95%	4	7	10
90%	7	13	20
85%	11	19	30
80%	14	27	40

If your child misses a lot of school, they will:	If your child has good attendance at school, they may:
<ul style="list-style-type: none"> <li>find the work harder</li> <li>not feel part of the class group</li> <li>find it harder to make and keep friendships</li> <li>forget what they have learnt</li> </ul>	<ul style="list-style-type: none"> <li>receive an attendance award</li> <li>find it easier to learn</li> <li>have closer friends</li> <li>feel happier about school</li> </ul>

### LATE ARRIVAL AT SCHOOL

When your child arrives late in school he/she misses important instructions and **the start of their learning.**

You child may **feel embarrassed** at having to enter the classroom late.

Minutes late per day during the school year	Equals days worth of teaching lost in the year
5 minutes	3.3 days
10 minutes	6.6 days
15 minutes	9.9 days
20 minutes	13.3 days
30 minutes	20.0 days

Frequent lateness can add up to a considerable amount of **learning lost** and can **seriously disadvantage** your child.

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

## STAFFING

### Primary

- We welcome Tess Brown and Isabelle North as permanent newly qualified teachers.
- We welcome Josef Wheldon, Hetal Pathak and Lozma Begum new members of our staff team.
- We have four students for the whole year, who are working throughout the school.

### Nursery:

- We welcome Timothy Cooke as permanent newly qualified teacher.
- We have one student for the whole year

## PUPIL OF THE YEAR AWARDS 2016-2017

Reception- Shahir Ali  
Year 1- Andre Bercea  
Year 2- Hana Bobat  
Year 3- Mariam Bhuta  
Year 4- Abishek Ramesh  
Year 5- Fatimah Bariwala  
Year 6- Zehrin Choudhury

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.

## SAFEGUARDING

**Social Media** - It has come to my attention that pupils are using social media to talk with friends and sometimes strangers. Please make sure that you keep a close eye on what your children are accessing online and make sure you can see the screen when they are using computers and tablets. Facebook and Snap Chat have a user age of 13 for a reason and should not be used by primary aged pupils. Please make sure that children never give their details away, including where they live, online.

### Safeguarding Team

The Federation Safeguarding Lead is: Adam Bennett

The Nursery Lead is: Janet Patterson

The Primary Lead is: Jenna Chapman

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.

## 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:

After School Club	Daily cost	Weekly cost
3.15-5.45pm	£7.00	£35.00

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 £30.00 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/Fozia Ramzan/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 15<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.

### 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

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Deputy Head Teacher

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This newsletter is also available on the school website.

