

# Hawkinge Primary School

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Dear Parents,

It is with much sadness I write to tell you that we will be saying goodbye to three members of staff at the end of this term. Mrs Hall is leaving our school after 8 years; she has taken a new job as an Occupational Therapy Assessor. The team at KCC are very lucky to have her. This job will be absolutely perfect for Mrs Hall! However we will miss her – she has introduced so many children to their school life. Miss Webb will also be leaving us just after half term. She too has taken on a new opportunity and will now be working in many different schools for a KCC team called Project Salus. Again, they are so lucky to have her joining their team. Miss Webb will be missed so much at the school. She too has played a key role in inducting pupils into school life as they join us in their Reception class. I am sure you would want to join with me in wishing them well for all the new exciting challenges that lie ahead and to sincerely thank them for all the differences they have made in the lives of your children – especially in their first year of school.

If anyone has seen Miss Costin recently you will know that she is also starting her maternity leave over the half-term holidays (we have our fingers crossed that it will not be starting before then!!!) Her baby is due soon after the half-term holiday. If you have seen her recently I am sure you will agree that she is 'blooming'! She is really looking forward to meeting her baby boy – we will keep you up to date as and when he arrives! I am sure you will want to wish her, and her partner Phil, all the best for the months ahead – keeping our fingers crossed that sleepless nights do not come into the equation!!

Mrs Maitland returns from her maternity leave after half-term – so she and Mrs Featherstone will share 'Peter Pan Memorial' class for the remainder of the year. Mrs Maitland will work on a Monday, Tuesday and Wednesday and Mrs Featherstone Thursday and Friday. I am sure you are familiar with both teachers and therefore can rest assured a smooth transition will take place. Mrs Featherstone is always in school on Wednesday, Thursday and Friday, so please pop and say hello to her if you would like to introduce yourselves. Mrs Maitland will be coming to visit on Monday 22<sup>nd</sup> May and will be available at the end of the day, in Miss Costin's class, if you would like to say hello!

We have recently been reviewing our 'Administration of Medicines Policy' after Mrs Crook and Mrs Iles attended a recent training event on this subject. One of the things we would like your support about is our new 'signing in procedure' for when medicines are brought into school. We obviously do want to support you in keeping your child at school whilst they are on a programme of medication, therefore, going forwards we would request that all medicines are brought into the school office by an adult (never a child) and handed to an adult (usually this will be Mrs Crook / Mrs Iles or myself / Mr O'Brien). At this point we will ask you to complete a basic form telling us what the medicine is, at what time it should be administered and we will complete a couple of checks. This information will be recorded on your child's own personal record sheet and kept securely in the school office.

From next week we will not be able to administer any prescription medicine if this process has not been followed. Thank you for your support in this matter.

Have a good weekend – Aly



**Diary Dates – Term 5**

- 16<sup>th</sup> May – Y5/6 to Astor School PM
- 18<sup>th</sup> May – Targets out
- 18<sup>th</sup> May –Pupil Voice
- 19<sup>th</sup> May – Story Swap
- 23<sup>rd</sup> May - Y5/6 to Astor School PM
- 23<sup>RD</sup> May – EYFS landing pad – 2:15pm
- 24<sup>th</sup> May – Y1/2 Landing Pad – 2:15pm
- 25<sup>th</sup> May – Y3/4 Landing Pad – 2:15pm
- 26<sup>th</sup> May – Y5/6 Landing Pad – 2:15pm
- 26<sup>th</sup> May – end of term

**School Lunches!**

Don't forget school meals cost £2:30 a day if your child is in Years 3, 4, 5 & 6.

School meals will be served from week 2 next week.

*The new menu is available on the school website*

*Go to About Us – Documents*

**Recycling News**

This week the recycling team have collected 104 kg of paper to be recycled.

**Attendance news!**

Kings Cross had the best attendance last week  
**98.93%**

**Holiday photographs**

As part of a new Geography display in school, Mrs Janman would like to invite children to bring in a photograph of themselves on holiday in another country around the world. These photos will then be collated and displayed alongside a map of the world and photographs of different landscapes to create an 'Around the World' display which can be seen outside the hall near the school office.

If your child would like to take part in the display, please send a photograph into your child's class teacher with their name, class name and country visited clearly marked on the back. Thank you.

**Bikes**

I have noticed over the last couple of weeks that children are bringing bicycles into school. Can I remind you of the rule that unless a child is in Y5 or 6 and have had their bike-ability training pupils should not be bringing their bikes into school – we do not have enough room to store them safely.

Please support us with this rule.

**Attendance / holidays**

Please do remember that we are not in a position to be able to authorise holidays for children during school time. If there is a reason your son / daughter needs time out of school for an **exceptional circumstance** please complete the exceptional circumstances form that can be found in the school office or on the school website – About Us / Policy link / Attendance Policy.

**Lost Property**

We have managed to gather LOTS of lost property since the Easter Holidays. Next week the 'Lost Property Tables' will be outside each morning and afternoon. Please come and see whether any of it belongs to you!

**PTFA message**

The Summer Fair will be held on June 24<sup>th</sup> this year and we are looking for helpers who could support the event by 'manning' a stall between 11am -2pm on the day. We have planned an exciting day with many stalls and lots to do, but without helpers we will have to cut down the stalls / events.

If you can support us by manning a stall on the day please complete this slip and hand it to Miss Ward / Mr O'Brien in the morning / evening or a PTFA member.

We are also looking for raffle prizes. We know small businesses support many events, but if anyone can offer a raffle prize please do let us know – by handing this form in / or indeed a prize.

Many thanks for your support – the PTFA



My son / daughters name:.....

I can help out on the day

I am happy to provide a raffle prize

Pls provide a contact number...