

Headteacher's Newsletter



November 2022 | Issue 1

Dear Parents and Carers,

It has been another busy couple of weeks since our last update. As a school we are taking part in the national 'Anti-Bullying Week' which began on Monday. Each class has been learning about what to do if they are worried about being bullied or if they see someone being bullied. They are encouraged to 'Reach out' to an adult for help. You can read more about our activities and resources available to parents further down in the newsletter.

We have also observed Remembrance Day in the last week. Children in Year 1 and Year 2 visited Uxbridge Memorial to lay their hand crafted wreaths.

Finally we had the pleasure of some of our Governors visiting the school, which you can read more about within this weeks newsletter.

Mrs Bringan

Headteacher

Communication School and Parents/ Carers

At Whitehall we believe good communication is vital, it helps to both inform our parents /carers about what is going on within the school and also helps to develop a good relationship which builds trust and understanding. We have a number of methods of communication which we use to communicate information which you can see below.

Method	What	Parent Requirement
In person	Various communications	n/a
Email	Various communications	Provide school with email address
Text	Various Communications	Provide school with mobile contact number
School App	Access information such as notices, calendar, newsletters and ad hoc communications	Download to your mobile phone via Google or Apple store search School Jotter 2. Once downloaded choose Whitehall Infant School
Newsletters	Sent by email fortnightly and posted on our website and APP	Access to our school app, mobile phone or computer.
Website	Variety of information	Access to a phone or computer
Posters	Notice boards around school	Take a look when dropping or collecting children.
Phone	Speak directly with staff	To be available for phone call at agreed time.

KEY DATES

Children In Need Non school uniform Day	Friday 18th November 2022 Voluntary 50p donation
Anti Bullying Week	Monday 14th November to Friday 18th November 2022
Christmas Tombola Day Non-Uniform day	Friday 25th November Donate items for the Christmas Fair Tombola—See item in newsletter
Christmas Fair	Friday 2nd December after school
Christmas Jumper Day	Friday 9th December 2022
Christmas Lunch Day	Friday 9th December 2022
Class Christmas Party Day	Thursday 15th December 2022
End of Term Nursery	Thursday 15th December 2022
End of Term	Friday 16th December 2022 Larch and Spruce: 12:00pm Cedar and Birch: 12:10pm Year 1 and Year 2: 12:15pm



Parent Association Relaunch

We need parents to volunteer to be part of our Parent Association.

The PA supports the school by raising money which, in turn, pays for numerous activities and/or resources for children who attend Whitehall.

We cannot do this without the support of the community.

Please join us for our Launch meeting on

21st November at 2pm

Remembrance Day

Remembrance Day was celebrated on 11th November and is a day to remember people who fought and died in wars or other conflicts across the world. On November 11th 1918 on the 11th hour of the 11th day or the 11th month the First World War ended.



Poppies are worn on Remembrance day (and days leading up to) as a sign of remembrance for those people who died during this war and any other that followed. The poppy was chosen as a symbol as it began to grow freely on the battlefields where service men died.

Last week, some children from year 1 and all of year 2 visited the Uxbridge Memorial to lay their handcrafted poppy wreaths.



Children in Need

Children in Need is a national charity who support children and their families. We will be having a dress up day to help raise money for Children in Need on **Friday 18th November 2022**. The children can choose to come dressed in something yellow, spotty or non-uniform clothes. Please ensure that children wear sensible shoes and appropriate clothing for the weather.

We ask for a voluntary donation of 50p.



Anti-Bullying Week

Monday 14th - Friday 18th November 2022

Every November schools throughout the United Kingdom take part in Anti-Bullying Week.

This is an opportunity to spotlight bullying and consider the steps we can take together to stop it.

The theme this year is 'Reach Out'.

In school, children will learn about what bullying is and what to do if they think they or someone else is being bullied.

Our behaviour policy states:

'Bullying of any kind is unacceptable at Whitehall Infant School. If bullying behaviour does occur all children and adults should be able to tell and know that all incidents will be dealt with promptly and effectively. We believe that ignoring bullying is wrong'

At Whitehall Infant School, we define bullying as any or all of the following:

- *A repetitive series of actions by an individual or group which causes long lasting fear, anxiety or harm to another person or group of people*
- *Repetitive verbal or physical actions which as designed to intentionally hurt and intimidate or to make the person who is at the receiving end feel unhappy, embarrassed or insecure about themselves.*
- *Bullying can take place online and is not always in person.*

Our behaviour policy including our anti-bullying statement, systems and reporting procedures can be found [here](#).

As a parent or carer, you are a vital piece of the puzzle in tackling bullying. You have a unique role to play in guiding and supporting your child through their school years and there are many positive steps you can take to help keep your child safe from bullying and harm.

One of the steps is knowing when to ask for support.

The Anti-Bullying Alliance has produced a handy resource with Kidscape for parents or carers to use with their children. It can be found on our website and [here](#).



Christmas Fair - Friday 2nd December 2022

We will be holding our Christmas Fair along with the junior school on **Friday 2nd December** from 3pm on the KS1 and KS2 playgrounds.

Earlier collection times

Class/Year group	Time
Larch and Spruce	2:40pm
Cedar and Birch	2:50pm
KS1 (Year 1 and Year 2)	2:45pm



You will be able to make your way to the KS1 playground where staff and children will open their stalls once their class have left. Please be patient as staff dismiss their classes.

Non-Uniform Day - Friday 25th November 2022

We will be holding a non-uniform day on Friday 25th November 2022 to collect items for our Christmas Tombola. Please fill a small bag or jar with biscuits, chocolate or sweets and bring these in on the 25th. Equally if you would like to donate a box of biscuits or chocolate we would also greatly appreciate this. The donations will make up the prizes on our Tombola stall. Some ideas are below:



Helpers needed

If you are able to help on a stall during the afternoon we would love to hear from you. Please speak to Mrs Kennedy or the school office to sign up. We will then send more details to you.

Thank you!

Thank you to all parents/carers who have attended parent meetings this term.

98% of families attended parents evening across the whole school.

Thank you to those who have completed and returned the parent/carer questionnaire. We will share outcomes once they have been analysed. We always value your feedback.



Thank You

We have such a thoughtful school community!

Thank you to everyone who has donated tissues, spare socks, uniform and offers of spare rain shoes (wellington boots/wellies) and coats.

All have been put to good use.

If you do have any good quality coats and/or rain shoes that you would like to donate please speak to the school office.



Could you give up a couple of hours a week to help our children?

Want to Volunteer?



We are looking for parents / carers or members of our community who would like to volunteer at Whitehall Infant School.

Current volunteer positions:

Reading Champions - Please come and listen to children in school read.

Creativity Champions - Do you have a specific talent or interest? Are you able to paint/ dance/ draw / sew / cook? We are looking to give children rich experiences. Could you support us?

Class Champions - A class champion would be working in the classroom supporting children in basic skills.

To be a **class or reading champion** you must have a high standard of spoken English and reading. Training on how to hear children read will be provided.

If any of the above appeal to you, please pick up a volunteer form from the school office.

A polite notice regarding birthday cakes, treats and party bags

Please note that we do not share birthday cakes, treats or party bags, staff will not be able to give these out. Many parents would rather limit and monitor the amount of treats eaten by their children. Also we need to always be aware of allergies and the risks that can be posed if a child eats something they are not able to. We will still acknowledge your child's birthday and will celebrate by singing happy birthday in class.

An alternative idea that we have is that you could maybe make a donation of a book and will presented to their class/ school with a book note saying who donated the book and which birthday they were celebrating. We look forward to celebrating your child's birthday safely .

Thankyou for your understanding and co-operation.

Letter requests

If you require a letter from the school, please visit the main school office to complete a request form and provide supporting documentation.

Please note that there is an admin **charge of £10** for letter requests.

Parent Coffee Mornings

When? Every Friday Morning
Time? 9- 9:45am
Where? Maple Classroom

It was lovely to see a number of parents or carers at our first coffee morning last Friday.

Come and join us to connect with each other, share experiences and relax.

Please let us know of any topics you would like discussed that you think would be useful to yourself or others.

Flu Vaccinations

The allocated day for the NHS Flu Nasal Spray has now passed. The children who did receive the immunisation were very sensible.

We have received a number of enquiries regarding the Flu Nasal Spray. The parent consent screening portal closed the previous evening, so the NHS immunisation team were unable to accept any more requests after this time.

Please note: the immunisation team will not be visiting the school again this school year - we are not offering any more days at school.

If you would still like your child to receive the immunisation, there are two options:

1. Contact your GP practice or speak to your doctor

2. Call the Immunisation Team on 01895 485740



Arrival and Collection Times

You will have seen how busy arrival and collection times are.



Please:

- Keep your child with you at all times.
- (Reception children) drop your child at the reception gates - hand to adults on duty
- (KS1) walk your child to their classroom door or KS1 playground. Make sure a member of staff has seen you drop your child off in the morning.
- If someone different is dropping off or picking up your child please inform the school in a timely fashion.

Data Collection Sheets

Thank you for providing updated contact details.

If your contact details change please inform the school as soon as possible.

There have been instances where we have been unable to contact any of a child's contacts when we have needed to.



ADMISSIONS SEPTEMBER 2023

Applying for Nursery School

For children due to start Nursery in September 2023, you must apply direct to the school. If your child's date of birth falls between **1st September 2022 and 31st August 2023 and they turn 3**, then you can apply for entry in September 2023. Please email the school office directly with any questions : office@mail.whitehallinf.org

Applying for Primary School

For children due to start Reception in September 2023 you must apply for a Primary School place by **15th January 2023**. Applications should be made online at :

<https://archive.hillingdon.gov.uk/primary>

Applying for Junior School

For children due to start Junior School in September 2023 you must apply for a Junior School place by

15th January 2023. Applications should be made online at:

<https://archive.hillingdon.gov.uk/junior-school>

ADMISSIONS

Safeguarding Reminders

If you are worried about a child or are concerned about an on-going issue involving a child please contact

Hillingdon Stronger Families Hub on

01895 556006

or alternatively if you feel a child is in immediate danger then call the **Police emergency number 999**.



Attendance

Every school day counts.

Young children will be more likely to get minor illnesses as their immunity is building up. Attendance in schools is tracked daily and has to be reported to the local authority. Children whose attendance falls below 90% are categorised as being **Persistent Absentees**. Absence includes all days off school for illness or other reasons.

Please try and book appointments where possible out of school hours. Avoid having any term time holidays. The school's Attendance policy can be found on our website. It has all the information you need.

We celebrate weekly attendance heroes in our Friday Gold Book assemblies. All children who have been at school that week have their names in a draw and each year group has winners.

Days Absent	Missed Time	Number of Missed Lessons	Attendance
1	1 day	6	99.5%
2	2 days	12	99%
3	3 days	18	98.5%
4	4 days	24	98%
5	1 week	30	97.5%
10	2 weeks	60	95%
15	3 weeks	90	92.5%
20	4 weeks	120	89.7%
25	5 weeks	150	87.5%
30	6 weeks	180	85%
35	7 weeks	210	82.5%
40	8 weeks	240	80%

Punctuality

You will agree that poor punctuality is not to be ignored. At Whitehall the children have a lovely welcome into school and then go onto their phonics lessons. These lessons are grouped according to reading ability therefore most children will not be with their own teacher but in smaller groups across school.

Each morning office staff and myself, Mrs Kennedy, Mrs Malik, Mrs Williams, Mrs Ferdous, Miss Woolley, Mrs Ferrell and other staff take children who are late to their class. This is not a good use of our time.

We will be calling parents who are regularly late to meetings to discuss what can be done to improve punctuality. Occasionally anyone can be delayed. The children who are coming in late are missing valuable settling in time and learning time.

Please come and speak to one of the staff on duty if you would like some support with getting your child to school on time or any other difficulties which are effecting your child's attendance/punctuality

We have reward charts ready and will support you with ideas about morning routines.



Whitehall Infant School Governor Visits

Recently we have had the pleasure of welcoming some of our Governors to the school, details of their visit and it's purpose can be seen below. The role of a school governor is to work alongside the Headteacher and Senior Leadership Team to ensure that Whitehall Infant School provides a good quality of education for our pupils.



Nathan White

Nathan visited us in his capacity as Safeguarding Governor to look at safeguarding systems and procedures across the school. He discussed how we keep children safe throughout the day as well as online safety including how we teach e-safety to children.

Susan Watts

Susan is our Chair of Governors and our link governor for Early Years. During her visit she had a tour of the school with a focus on Nursery and Reception and attended our open mornings for prospective parents. As Susan has a wealth of knowledge in education, she will be working with our EYFS team over the course of the year.

Amarjot Kaur

Amarjot is a new governor to the school. Amarjot was able to observe our attendance procedures and the importance of parents/carers informing the school of their child's absence. She also had a tour of the school and learnt about our expectations of writing across the school and how we enable children to practice writing at their appropriate level.

Further information on our Governing Body can be found on our school website. [Governing Body](#)



How to reduce the spread of infection with the people you live with if you have COVID-19.

If you have COVID-19, there is a high risk that others in your household will catch it from you. There are several things you can do to reduce the spread of infection in your household.

- 1** Limit close contact with others. Spend as little time as possible in communal areas.



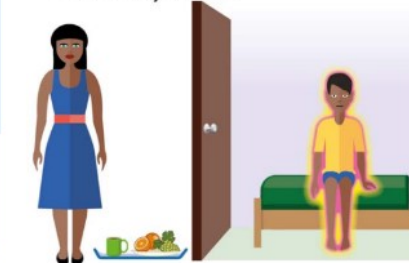
- 2** Regularly clean frequently touched surfaces and shared rooms like kitchens and bathrooms.



- 3** Wash your hands regularly using soap and water, particularly after coughing and sneezing.



- 4** Get help where possible from those you live with. Ask for help with cleaning and being brought food safely to avoid unnecessary contact.



- 5** Use a face covering if you need to spend time in shared spaces.



- 6** Keep rooms well ventilated.



- 7** Catch coughs and sneezes in disposable tissues and put them straight in the bin.



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Diary Dates

Individual events information will be communicated with you where appropriate. All dates are subject to change.

Day	Date	Month	Event
Tuesday	1 st	November	Fire Safety Week
Tuesday	8 th	November	Open Morning 9:45am for September 2023 intake
Wednesday	9th	November	Open Morning 9:45am for September 2023 intake
Monday	14 th	November	Friendship/Anti-bullying Week
Tuesday	15th	November	Open Morning 9:45am for September 2023 intake
Thursday	17th	November	Open Morning 9:45am for September 2023 intake
Friday	18 th	November	Children in Need—Dress Up Day
Friday	18th	November	Fire Safety workshops—Year 2
Tuesday	22nd	November	Open Morning 9:45am for September 2023 intake
Thursday	24th	November	Open Morning 9:45am for September 2023 intake
Friday	25th	November	Non-Uniform day—Christmas Fair Tombola donations
Monday	28 th	November	Vicar visit
Friday	2nd	December	Christmas Fair 3:00—4:30pm
Monday	5 th	December	Christmas Tree Assembly
Wednesday	7th	December	Year 1 Christmas Production -'It's a Baby' at 2pm
Thursday	8th	December	Year 1 Christmas Production 'It's a Baby' at 9:05am
Friday	9th	December	Christmas Lunch Day
Friday	9 th	December	Christmas Jumper Day—Save the Children
Monday	12th	December	Year 2 Carols on the Playground 2:30pm
Tuesday	13th	December	Reception Christmas sing-a-long 9am and 2:15pm
Wednesday	14th	December	Nursery Christmas sing-a-long times to be confirmed
Thursday	15 th	December	Class Christmas Party Afternoon—Children can wear party dress to school
Thursday	15 th	December	Nursery last day for the term
Friday	16 th	December	<p><u>Term Finishes</u></p> <p>Staggered Finish Times</p> <p>Larch and Spruce: 12:00</p> <p>Cedar and Birch: 12:10</p> <p>Year 1 and Year 2: 12:15</p>



School Terms and Holidays

September 2022 - July 2023

AUTUMN TERM - 2022

<i>Staff Development Day (Holiday for children)</i>	Thursday 1st September 2022
<i>Staff Development Day (Holiday for children)</i>	Friday 2nd September 2022
Term starts for the children	Monday 5th September 2022
Half Term Holiday	Mon 24th - Fri 28th October 2022
Term Ends by 12:30pm (staggered finish times)	Friday 16th December 2022

SPRING TERM - 2023

Term starts for the children	Tuesday 3rd January 2023
<i>Staff Development Day (Holiday for children)</i>	Friday 10th February 2023
Half Term Holiday	Mon 13th - Fri 17th February 2023
Term Ends by 12:30pm (staggered finish times)	Friday 31st March 2023

SUMMER TERM - 2023

Term starts for the children	Monday 17th April 2023
May Day (Public Holiday - school closed)	Monday 1st May 2023
Half Term Holiday	Mon 29th May - Fri 2nd June 2023
<i>Staff Development Day (Holiday for children)</i>	Monday 3rd July 2023
Term Ends by 12:30pm (staggered finish times)	Thursday 20th July 2023
<i>Staff Development Day (Holiday for children)</i>	Friday 21st July 2023

AUTUMN TERM - 2023 Provisional

<i>Staff Development Day (Holiday for children)</i>	Monday 4th September 2023
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