

Headteacher  
Mrs Jan Wright  
B.Ed Hons  
Deputy Headteacher  
Mr James Kilsby  
BSc Hons



Cottenham Primary School  
Lambs Lane, Cottenham,  
Cambridge, CB24 8TA  
Tel: 01954 250227  
Fax: 01954 273321

E.Mail: [office@cottenham.cambs.sch.uk](mailto:office@cottenham.cambs.sch.uk)  
Web: [www.cottenham.cambs.sch.uk](http://www.cottenham.cambs.sch.uk)

## NEWSLETTER 1 - ACADEMIC YEAR 2009/10

Dear Parents,

Term has started very successfully and we are all looking forward to a happy and productive year at school. The school looks wonderful - many thanks to Mr Wyman and his team who have worked so hard to ensure that our school looked beautiful for the start of term.

### IMPORTANT NEWS

Next week, those of you with children in Years 1-6 will be receiving a new admission form and a copy of our new Photographs and Images policy. The photograph and images policy has been drawn up by a working party of governors and staff following new LA guidelines.

The policy clearly states that for large school events such as fireworks, school productions, fairs and sports days, the school will assume that all children and adults present have permission to be photographed and, in addition, these photographs will only be for appropriate personal use. A notice board outside the event will remind everyone about this agreement.

We will be asking you to complete new admissions forms and the photograph consent form and return them to us by September 25th.

### SCHOOL DRESS CODE

Thank you to all of you who have again followed the school dress code - the children looked very smart this morning in assembly. Could I please remind you that children should only wear a watch and a signet ring. If children have pierced ears, only studs should be worn - and these should be removed for PE. It is really important that children have their own PE kit in school at all times - a warm top and tracksuit bottoms are really useful at this time of year. A change of shoes is essential. Staff are not allowed to remove or put in pupils' earrings. No other jewellery is permitted unless it is worn for religious or cultural reasons.

### FOOD IN SCHOOL

We now have a large number of children in school with serious allergies to a variety of foods, but nuts in particular. It would be greatly appreciated if no foods were sent into school containing nuts. Some children have only to touch the hand of another child who has eaten nuts to develop an allergic reaction.

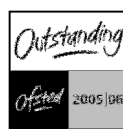
### GOLDEN RULES

We have many new parents who may not know about the 'golden rules' for behaviour, which were drawn up by staff and parents four years ago. These are posted up around the school and in each room, but I have attached a copy for your information. It would be lovely if you could talk about these with your children at home.

### MRS KERR

Thank you to everyone who has sent Mrs Kerr their best wishes. She is now recovering from her operation and will be undergoing a course of radiotherapy next month. We are hoping that Mrs Kerr might be back at work after Christmas.

To support Mrs Kerr we are supporting the 'wear pink for breast cancer' campaign. On Tuesday October 6th we are hoping that staff and children will all wear something pink and bring a £1.00 donation. Thank you in advance for your help!



## PARENTMAIL

We send out all our letters by e-mail as well as paper. If you would like to access this, please log onto [www.parentmail.co.uk](http://www.parentmail.co.uk)

## MEDICATION

We can only allow children to have medication in school if parents have completed a consent form. 'Medication' can mean anything from throat sweets to an epipen. All medication must be kept in the first aid room, except for asthma inhalers for KS2 children. These must be labelled and kept by the named children. It is the responsibility of the parent to ensure that the medication is in date. It would be a good idea to send a spare named inhaler to be kept in the first aid room in case of emergency.

## PARENT CONSULTATIONS

Following the success of our earlier, pastoral parent meetings for the last two years, we have again fixed our meeting evenings early in the term. - September 21<sup>st</sup> and 24<sup>th</sup> (years 1-6 only). This will be a pastoral meeting with a chance for you to meet your child's teacher early and discuss how he/she has settled in. You will also shortly receive an information letter, topic web and homework menu for the term.

## SCHOOL MEALS

Please send your dinner money in advance on Mondays only - the office staff have at least 100 other jobs to do during the week. It is much better to pop the money into a named envelope and send it with your child. School meals are £2.00 per day.

## SCHOOL UNIFORM

Uniform is on sale after school on Mondays. Linda Faben is needed in class at the start of school so please don't ask her about uniform then!!

## AFTER SCHOOL CLUBS

You will be receiving a brochure about these soon. Most clubs will start in a few weeks time.

## SCHOOL MAGAZINE

If you missed out on buying a school magazine at the end of last term there are still a few left. They can be purchased from the school office and cost £3.00 each.

## HELPING IN CLASS

We are always happy to see parents and carers who would like to help us in school, although we usually like to wait a few weeks until the classes (and teachers!) have settled into a new routine. Everyone helping in school needs to be police checked and attend a parent helper induction meeting with Mrs Parrott. If you would like to help on a regular basis i.e. every week, or by offering help where you will be unsupervised with a group of children i.e. lifts to sporting events etc, you will need to complete a full CRB check. Jenny Hayward or Chris Cater will be able to supply these to you from the office. You will then need to make an appointment with either Mrs Cater or myself to complete the documentary evidence part of the form - this will take approximately 10 minutes. All police checks are free for volunteers.

CRB checks do not need to be renewed once you have received confirmation of your clearance from EPM Ltd.

## CHRISTMAS PRODUCTIONS

The dates of these can be found at the bottom of this newsletter so you can mark them in your diaries. Parents of Year 3 and 4 will notice that there is no production date on this newsletter. This is because the team have decided to do their production at Easter to avoid the mad crush we normally have in organising rehearsal times for everyone in the hall at Christmas.

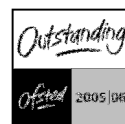
## DATES FOR THE TERM

Sept 11<sup>th</sup> - PTA family fun evening 5.00-7.00- everyone welcome

Sept 18<sup>th</sup> -Parent Helper induction meeting, 2.00

Sept 21<sup>st</sup>- pm, Parent Consultations - more information about this later.

Sept 24<sup>th</sup>- pm, Parent Consultations - more information about this later.



Sept 28<sup>th</sup> -Individual school photographs. Everyone will have their photos taken on their own and with their brothers and sisters. Unless you notify us otherwise. If you would like a photo taken with a younger brother or sister not yet at school, please bring your children to the studio on that date at 8.30 am.

Oct 1st- Parent Helper Induction meeting, 3.15

W/B 5<sup>th</sup> October - Harvest week.

Oct 22nd -Jeans for genes day -in memory of a former pupil. Wear your jeans to school and bring £1.00

Oct 23rd - November 1st - Half Term. (please note -Friday 23<sup>rd</sup> is a teacher training day)

Nov 2nd - Reception parents consultations.

Nov 3<sup>rd</sup> - Reception parents consultations

Nov 6<sup>th</sup> -PTA Firework display

Nov 20th -Year 1 /2 homework celebration

W/b Nov 30th -Christmas week

Dec 2nd - School Christmas lunch

Dec 7th - Year 3 /4 homework celebration

Dec 10th -PTA Winter Fair

Dec 11th -Year 1/ 2 production -2.00, for parents of children in Year 1.

Dec 14<sup>th</sup> - Reception Christmas Production -2.00pm. Details of all productions will be sent to you later in the term.

Dec 15th-Year 1 /2 production -2.00, for parents in Year 2.

Dec 15<sup>th</sup> - Year 5/6 Christmas Production - 7pm

Dec 16<sup>th</sup>- Year 5/6 production - 7pm

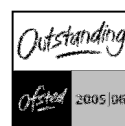
Dec 17th pm - Children's' disco

Dec 18<sup>th</sup> - Term closes at 2.00.

Don't forget that you are always welcome to pop into your child's classroom after school to see what they have been doing. You will probably need to make an appointment to see a teacher though - we have so many meetings after school! I am always happy to see any parents with problems or queries - and especially if you have any ideas which might help us to improve in any way.

Yours sincerely,

Jan Wright, Headteacher



## TERM DATES 2009 - 2010

### Autumn Term 2009

Teacher Training Day 2 September 2009

3 September to 18 December 2009

Teacher Training Day 23<sup>rd</sup> October

Half Term from 26 October to 30 October 2009

Christmas Holiday: 19 December - 3 January 2010

### Spring Term 2010

Teacher Training Day 4 January 2010

5 January to 1 April 2010

Teacher Training Day 12<sup>th</sup> February

Half Term from 15 February to 19 February 2010

Easter Holiday: 2 April - 18 April 2010

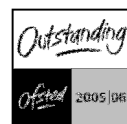
### Summer Term 2010

Teacher Training Day 19 April

20<sup>th</sup> April to 22 July 2010

May Day 3 May

Half Term from 31 May to 4 June 2010



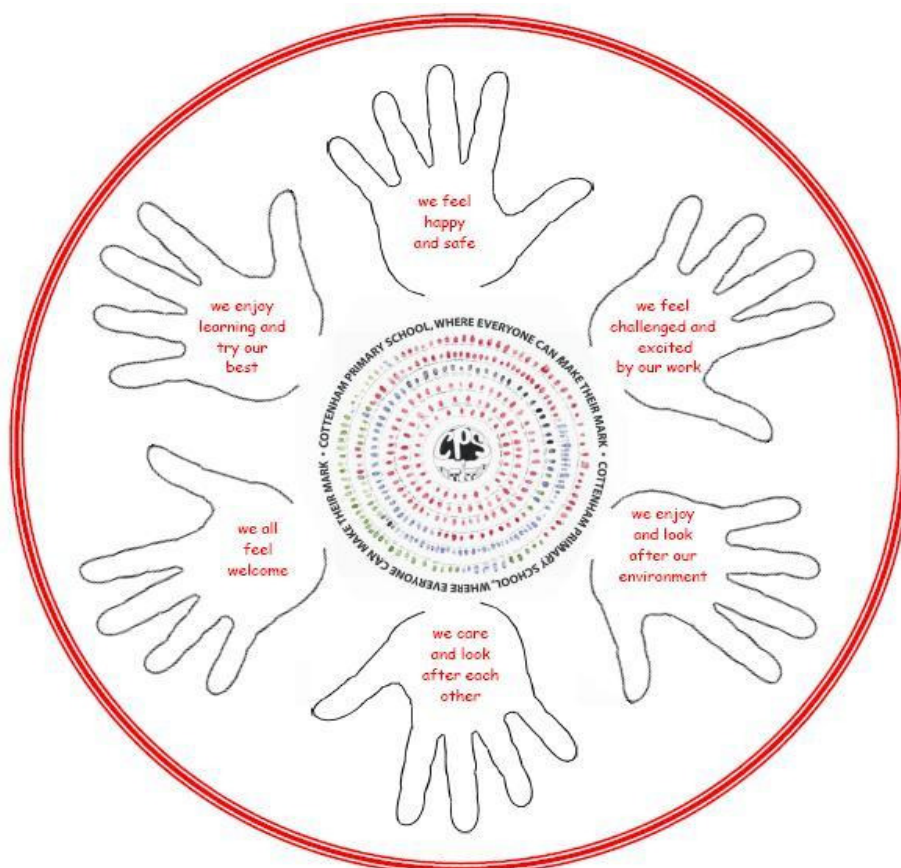
## COTTENHAM PRIMARY SCHOOL

### POSITIVE BEHAVIOUR POLICY

#### STATEMENT OF PRINCIPLE

We believe that the most effective way of achieving our aims is to encourage and praise POSITIVE behaviour. This applies to everyone in the school community.

The following are the underlying principles we wish to nurture throughout our school:



To ensure equal opportunities for all, we think it is important to:

- Ensure that rewards and sanctions are consistent and fair
- Model, teach and promote positive behaviour
- Act as ambassadors for Cottenham Primary School wherever we are
- Help and support others who are finding it difficult to follow the behaviour policy for specified reasons

