

Newsletter

Monday 12th September 2022

It has been wonderful to welcome everybody back for the Autumn Term and lovely to see all of our families, old and new, following the summer break. We welcomed our new children to Reception last week and look forward to seeing them for the whole day this week.

Sadly, our first full week back in school has coincided with the devastating news that Her Majesty, Queen Elizabeth II, passed away last Thursday. We are all deeply saddened by this news and we are thinking of and praying for the Royal family. Her dedication to the UK, the Commonwealth and other countries of the world will never be forgotten. She has been an inspiration to so many, including many generations of pupils who have attended Two Village. On Friday morning, a special Collective Worship was held in school, which focused on her life and enabled the children to give thanks for her service and pray for the royal family, especially King Charles III. This week we would like to invite parents, carers, children and staff to pay their respects to the Queen at a reflective area which will be set up in the entrance to the school building. You are welcome to leave messages in our book of condolence, leave flowers, messages or pictures or simply look at the images that will be displayed and reflect on her amazing life. We will also have a small reflection area within the school building for the children and each class will be learning about the Queen's incredible life during this period of mourning.



The school will be closed on the day of the Queen's funeral (Monday 19th September) as a Bank Holiday has been announced. We hope that this will give the children time to watch some of the events of the day as they unfold.

As a mark of respect, we will be keeping our Facebook Page quiet until after the funeral.

Communication with Staff

At Two Village, we value the communication that we have with our parents/carers and the support that it provides in developing our pupils. Last year, we created a communication flowchart, designed to support effective communication between our school and our families. It is a tiered approach that aims to support both parents and staff and provides the opportunity to resolve issues efficiently and effectively. The flowchart will be sent out again today, as a reminder of the most effective way to raise any concerns or find out information regarding your child. Arranging to speak to your child's class teacher is always the best place to start and will often reduce the need for additional meetings.



Memorial for Dilys Patten

On Friday 16th September the memorial for Dilys Patten, a previous headteacher at Two Village, is due to be held on the school grounds during the afternoon. The memorial will involve various invited friends, family and colleagues. After careful consideration and mindful discussions with Dily's family and close friends, in light of the passing of Her Majesty Queen Elizabeth, we have decided that we will go ahead with the memorial.

Non Pupil Days

Just a reminder that we have two non pupil days coming up in October. The first is on **Friday 7th October** and the second is on the following **Friday 14th October**.

Attendance

As it is the start of a new school year, we thought that it would be helpful to remind everyone about our attendance procedures. If your child is going to be absent from school, please follow the procedures below:

- Contact the school on the first day of absence before 9.20 am. The school has an answer phone available to leave a message if nobody is available to take your call, or you can call into school personally and speak to the office staff.
- Contact the school on every further day of absence, again before 9.20am.
- Ensure that your child returns to school as soon as possible and provide any medical evidence if requested to support the absence.

If your child is absent and we have not heard from you, staff will try to make contact with you. If they are unable to make contact with you, members of the Senior Leadership Team, or our Learning Mentor, will need to make a home visit to ensure that everything is ok. This will take them away from school for a period of time so it is important that the procedures above are followed for every absence.

At Two Village we expect all children to be in school unless they are unwell or have a medical appointment that needs to be attended during school hours. We monitor all children's attendance very carefully each half term and if a child's attendance falls below 96% we will inform you in writing. If it is significantly below this, or is consistently below 96%, you are likely to be invited into school for a meeting to discuss this. If your child needs to be absent for any reason, other than illness, you must complete a Leave of Absence form which can be found in the school entrance area. Absences will only be authorised if there are exceptional circumstances.

Lateness

If a child misses the start of the school day they miss vital aspects of learning and do not spend time with their class teacher getting information and news for the day. Late-arriving pupils also can cause disruption to lessons, which can be embarrassing for the child and can also encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness at Two Village:

The school day starts at 8.35 am when children can begin to come into school. Registers are taken at 8.50 am and your child will receive a late mark if they are not in by that time. Children arriving after 8.50 am are required to come in to school via the school office if accompanied by a parent or carer, the parent/carers will sign them into our 'Late Book' and provide a reason for their lateness which is



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recorded. The school may send home 'late notes' in order to keep parents and carers informed. From time to time the Headteacher or Deputy Headteacher will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

At 9.20am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

Our Attendance Policy can be found on our website.

<https://twovillage.essex.sch.uk/wp-content/uploads/2021/10/Attendance-Policy-Spring-2021-Final.pdf>

Clubs

Some after school clubs, led by external providers, have started this week but those led by school staff will begin next week. Please look out for a letter about clubs which will be sent home this week.

PTA

Possible date for the next meeting is Monday 26th September at 2pm. This has to be confirmed.

PE

Children at Two Village have at least two PE lessons each week so should have their PE kits in school all of the time. Last week, there were a number of children across the school who were unable to do PE because they did not have a PE kit. Any missing PE kits should be brought into school this week. Children should wear the school's approved PE kit, rather than branded kit or/and colours that are not part of the PE uniform. This should be in a PE bag and clearly labelled. Children will no longer be coming into school dressed for PE.

Please could we also remind everyone that children are unable to take part in PE if they are wearing earrings. If your child normally wears earrings, please ensure that these are taken out on days when they have PE. If your child is able to take their earrings out themselves, they should bring a box to keep their earrings in during their PE session. Staff cannot be responsible for looking after children's earrings.

Harvest

This year's Pupil Led Harvest Worship will take place on Wednesday 5th October at the following times:

KS1 – 9.30 am

LKS2 – 11.00 am

UKS2 – 1.45 pm

Parents/carers are invited to attend and we look forward to seeing lots of our families there. This year, we will, once again, be asking children to donate food for our local food bank. Please only donate food if you feel that you can – we understand that things are difficult financially for many families at the moment. We will be placing a box in the school entrance for food to be dropped off at the end of the month.



Speaking Competition

I realise that it won't seem very long since our last set of speaking competitions. However, as we will be learning about listening and speaking this term in our Skills Builder lessons, we felt that it would be the best time to hold our competition this year.

This year we will be holding one whole school final which will be held on Friday 25th November. With this in mind, now would be a good time for children to start thinking about what they might like to talk about for their presentation. Children will share their presentations with their class initially, during the week commencing 7th October and then 2 finalists will be chosen from each class to take part in the grand final. We will be sending out a help sheet in the next couple of weeks to support you and your child with preparing for the competition. In the meantime, if you have any questions, please do not hesitate to ask your child's class teacher.

To find out more about speaking and listening skills and how to support your child with these at home, please visit the Skills Builder Homezone: <https://www.skillsbuilder.org/homezone/speaking-getting-started>

<https://www.skillsbuilder.org/homezone/listening-getting-started>

Uniform

Please could we remind everyone that children should be wearing a tie, unless they are wearing a summer dress and children should not be wearing branded trainers to school. Black trainer type shoes are acceptable, as long as they do not have sports brand logo. For full details of our school uniform, please see our Uniform Policy, which can be found on the school website.

<https://twovillage.essex.sch.uk/wp-content/uploads/2020/10/uniform-policy-july-2020.pdf>

Class Attendance Tracking

	Pine	Sycamore	Chestnut	Willow	Hazel	Oak
WC 5/9/22	89.6%	99.2%	97.2%	96.7%	91%	99.6%

Mrs Natasha Bennett

Headteacher



Two Village C of E Primary School

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Diary Dates 2022-2023

Date	Event
WC 12 th September 2022	Year 6 Residential
Monday 12 th September 2022	Sycamore Class (Year 1/2) Meet the Teacher – 2.30 pm
Tuesday 13 th September 2022	Willow Class (Year 4) Meet the Teacher – 2.30 pm
Wednesday 14 th September 2022	Pine Class (Reception/Year 1) Meet the Teacher – 2.30 pm
Monday 19 th September 2022	Funeral of Her Majesty Queen Elizabeth II (Bank Holiday)
Tuesday 20 th September 2022	How we teach phonics parent information session
Wednesday 21 st September 2022	How we teach maths in KS2 parent information session
Tuesday 27 th September 2022	How we teach reading parent information session
Wednesday 28 th September 2022	How we teach maths in EY/KS1 parent information session
Wednesday 28 th September 2022	West End in Schools leading workshops with KS2
Friday 4 th October 2022	Harvest Worship KS1 – 9.30 am LKS2 – 11.00 am UKS2 – 1.45 pm
Friday 7 th October 2022	NON PUPIL DAY
Friday 14 th October 2022	NON PUPIL DAY
Friday 21 st October 2022	Half term begins
Monday 31 st October 2022	Children return to school