

Monday 18th November

Dear Parents and Carers,

Please forgive the long email, however we have been reviewing some of our systems and I wanted to write to you with several updates. There are also some additional documents with more information attached.

Parent/Carer Consultation Evenings

I hope you have managed to book a time to speak to your child's class teacher on Tuesday or Wednesday. The main purpose of the meetings is for the teacher to talk about your child's learning so far and their targets for the remainder of the year. There will also be a chance for you to ask questions and discuss how you can help with their learning at home.

Up to date information

You will also be given a copy of the details we hold for you and your children on Scholarpack, which is our management information system. Please check that all the details are correct and up to date, make any changes and then return a signed copy to the office (even if there are no changes).

Please note that we strongly recommend that you have at least 2 emergency contacts.

Pupil Premium and Free School Meals

Also, please let us know if your circumstances have changed and you might be eligible for Pupil Premium. If you are receiving benefit payments from the LA you may well qualify. If in doubt, ask in the office and we can help you apply. If your application is successful, it will mean that you qualify for holiday lunch vouchers, some other discounts and also some extra funding for the school.

No Recourse to Public Funds

We also believe that we have several families who do not receive benefits because they have 'No Recourse to Public Funds'. If that applies to you, please could you confirm this with the office. The more we know, the more we can look into other ways we can help.

Educational Trips

We have recently updated our policies and procedures for Educational Visits, both in terms of what we do before, during and after trips and also our arrangements for parent volunteers.

We are always extremely grateful for any parent who is able to volunteer to help on a trip. THANK YOU! However, there were also some confusions and misunderstandings last year. Hopefully the arrangements attached will provide a bit more clarity about what we can and cannot do and why. If you still have any questions, please contact a member of the SLT and we will try to answer them.

Emails

We have also reviewed our use of emails as a way of communicating with you. We will continue to try to communicate with you in a range of ways - face to face, phone, text, email and old fashioned letter. However, we are slightly changing how we do emails. The vast majority will be sent from the school email account, this includes emails from your child's class teacher. Class teachers will no longer be using a separate class email account. This is so that a teacher's messages are sent out to the most up to date contacts and it will also reduce those occasions when teachers' dedicated planning and assessment time is taken over by multiple email replies.

If you would like to speak to your child's teacher, they are usually available at the beginning or end of the day to either chat briefly or arrange a longer appointment. You can also email the school on admin@marvelslane.lewisham.sch.uk and the office will pass your message on.

New Entry System

We now have a new entry system in Reception which, amongst other things, will help us improve our signing in procedures for everyone. For children, any child arriving late or leaving early will now need to sign in/out on the electronic screen. This will then automatically update the class register.

End of Day Arrangements

Please see attached guidelines for our latest arrangements for picking up at the end of the day. The only significant change is that, at the beginning of each year, we will ask parents of children in Years 5 & 6 (and exceptionally Year 4) to sign a letter confirming that they have given permission for their child to go home without adult supervision. Permission letters will be given out on Parents Evening.

Parent Governor

Thank you to those people who initially expressed an interest. We now have a second vacancy for a Parent Governor and would like to ask for official nominations. If you think this might be a role that you would like to take, please complete the self-nomination form attached and return it to the office by Tuesday December 3rd.

Finally, I have also attached our Christmas Dates for your diary.

Very best wishes,

Mr Edward Dove

Headteacher