



**We apologise but due to unforeseen circumstances we are currently unable to circulate this newsletter via ParentMail. A copy will be circulated and made available on the website as soon as possible.**

Dear Parents/ Carers,

**A very 'Happy New Year' to everyone;** we hope you all enjoyed the festive season.

**Staffing Update** - We are pleased to be able to inform you that Mrs Keller will be returning during the spring term to join the Y6 team for booster sessions on Wednesday and Thursday mornings. Mr Fraser and his wife are expecting a baby and he will therefore be on paternity leave at some point during January!

**Parent/Teacher Consultations** - Parent/ teacher consultations will take place on 7th & 9<sup>th</sup> February. As this is a particularly important term for Y6, we will be allocating 15 minute appointments for these parents. **Lists of available appointment times will be put in the small hall from 16<sup>th</sup> January (7.15am) to 18<sup>th</sup> January (9.30) Please make sure you sign up for an appointment.**

**Punctuality** - As always at the end of last term the children got very tired and it started to impact on punctuality, hopefully after the break this will no longer be the case. While we understand that all families have occasional 'difficult' mornings it is important that children arrive at school on time. Children who are late do not have a calm start to the day and often miss important information. **The whole class is affected by late arrivals that disrupt early morning routines. The Education Welfare Officer will be in school to monitor the registers for attendance (below 85%) and lateness.**

**School Closure due to Bad Weather Conditions** - As we enter the season for bad weather we thought it important to remind you of the procedure for notifying parents of the closure of the school.

- The decision to close will be made as early as possible but no later than 8.00am. It takes time to establish how bad the roads are with all the members of staff and whether they are likely to be able to get in.
- Notice of closure will be given to BBC Radio Cambridgeshire, so if closures are taking place, this is the station to listen to. Judging from last year, there is likely to be a delay before they announce it.
- A notice of closure will be posted on our school website. **You will need to 'refresh' the page to ensure up to the minute information.**
- If possible, we will keep the school open but you should be aware that several members of staff live a distance from Milton.
- If weather conditions are poor and you are unsure if we will be open, please do not send your child to school unaccompanied.

In the event of snow, children would only be allowed to play outside if they are wearing waterproof boots.

**Health & Safety** - A teacher is on duty on each playground from 8.45am. Children should not need to come into school before the bell rings. Mr Brown, the school caretaker will salt the playgrounds and paths on slippery mornings **but if conditions are particularly bad, notices will be up asking everyone to enter through the main entrances.** During the school day children are only allowed on the KS2 apparatus when they are supervised by staff. Children may only use the equipment at the end of the day if supervised by their parents – **children must not be left alone on the school premises**

**to play on the field, KS1 playground or the apparatus.** Accidents do happen and staff are not always available to attend to children.

This is the time of year when the children seem to be particularly vulnerable to colds and infections; as a school we will be following general infection control practices and good hand hygiene which can help to reduce the spread of viruses. Children will be encouraged to;

- Cover the nose and mouth when coughing or sneezing, using a tissue (NOT handkerchief) when possible
- Dispose of dirty tissues promptly and carefully by binning them
- Maintain good personal hygiene, e.g. washing hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people

We hope families will support this message and practice at home. We will also be cleaning toilets and hard surfaces more frequently. **A donation of a box of tissues per family would be appreciated.**

### **Is your child eligible for free school lunches?**

We are aware that in the current financial climate family circumstances can change unexpectedly and not everybody is aware of the opportunity provided by the provision of free school meals. If you receive any of the following benefits you can apply for free school lunches for your child:

- Income Support; *or*
- Income Based Job Seekers Allowance; *or*
- Income Related Employment and Support Allowance (this benefit was introduced from 27<sup>th</sup> October 2008); *or*
- Child Tax Credit, but who are **not** entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16,040; *or*
- Support under part VI of the Immigration & Asylum Act 1999; *or*
- Guarantee element of State Pension Credit
- *Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches*

To apply, you need to complete an application form (available from the school office) or by calling 01480 372307 or 01480 372308, or visit the web page and do it online

<http://www.cambridgeshire.gov.uk/education/parents/help/lunches/>

The information you provide is confidential so if you are eligible, please apply.

### **Midday Supervisor Vacancy**

We are looking to appoint a midday supervisor for Wednesday and Thursday each week. The ideal person would also have the flexibility to cover the occasional absence of other lunch time staff. Midday supervisors' work from 12.15pm – 1.30pm term time only. (6.84 per hour) Experience of working with groups of children would be an advantage. A full CRB would be required. Please contact the office for further details and application pack or visit the school website [www.milton.cambs.sch.uk](http://www.milton.cambs.sch.uk)

Closing date for applications is 12.00pm Friday 20<sup>th</sup> January 2012.

Yours sincerely

*S J Dorrington and A E Lycett*

Joint Headteachers

(Spring Term Dates attached)