

Shotley Community Primary School



Shotley, Ipswich IP9 1NR

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Headteacher: Mrs. Melanie Newman

8th January 2008



Dear Parents,

HAPPY NEW YEAR! I hope that you all had a good Christmas break. The staff have planned a varied and exciting curriculum for the children this term, which you will hear about from each class teacher by the end of the week.

DATES FOR YOUR DIARY

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|---------------------------|--|
| 1 st half term | 7 th January - 8 th February |
| Half Term | 11 th - 15 th February |
| 2 nd half term | 18 th February - THURSDAY 20 th March |
| Easter | FRIDAY 21 st March - TUESDAY 7 th April (Monday is an INSET Day) |
| 25 th January | Parents' Assembly, 9.00am |
| 8 th February | PFA Valentine Disco - details to follow |
| 26 th February | Parents' consultation; 3.30pm - 5.30pm |
| 28 th February | Parents' consultation; 4.00pm - 6.00pm |
| 29 th February | Parents' Assembly, 9.00am |
| 20 th March | Parents' Curriculum Afternoon, 2.30pm |



DINNER MONEY

Hot dinners cost £1.80 per day. If you would like your child to have a hot dinner during the week, please send in the money on **Mondays** in a sealed envelope with your child's name on it. It's easier for Geraldine and Tracy to organise the whole weeks dinners and to bank the money altogether. We thank you in advance for your co-operation. If you are writing a cheque, please make it payable to **SUFFOLK COUNTY COUNCIL**. Some parents find it convenient to send in a term's worth of dinner money in advance, or pay an amount in advance. We are happy for you to do this and Geraldine or Tracy will let you know when the money is 'coming to an end'!

ABSENCE

If your child is ill, please remember to 'phone or e-mail school to let us know, preferably before 10am. When your child returns to school, please send in a quick note to confirm in writing why your child has been away. Thank you!



If your child requires medicine at lunchtime (i.e. if it needs to be taken 4 times a day), please ensure that you fill out a medicine form from the office and that the medicine is given in and collected from the office by an adult. If the medicine is to be taken 3 times a day, there is no need to bring the medicine to school. One dose can be taken before school, one immediately after school and one before bedtime.



HOLIDAYS

Please remember to avoid booking and taking holidays with your child during term time. I can only authorise leave from school during term time in EXCEPTIONAL CIRCUMSTANCES.

WHAT HAVE WE DONE WELL THIS YEAR?

We'd like to hear what you think we have done well with this year, and one thing you wish we could be better at ...

Three stars and a wish'



Finally, I wish you and the children a great term!
Yours sincerely,

Melanie Newman
Headteacher