

Manor Fields Primary School

Penningtons, Bishop's Stortford, Herts, CM23 4LE Tel: 01279 757193 email: admin@manorfields.herts.sch.uk

2016-2017 Events & Holidays

Manor Fields Term Dates

2016/2017

10 th Feb	INSET Day
13 th Feb – 17 th Feb	Half Term
31 st Mar	Last Day of Spring Term
18 th Apr	Start of Summer Term
29 th May – 2 nd Jun	Half Term
21 st Jul	Last Day of Summer Term

Spring Term Dates

(New dates/events in bold)

6 th Feb	Book Week
7 th Feb	Safer Internet Day
7 th Feb-3 rd Mar	NSPCC Sponsored Read
9th Feb	Manor Fields Got Talent Finals KS1 – am KS2 – pm
6 th Mar	Science Theme Week 1
10 th Mar	NSPCC Assembly
13 th Mar	Science Theme Week 2
21 st Mar	Red Nose Day
29th Mar	Parent Consultation – Nursery All Day Parental Consultation Evening Reception, Years 2 and 6
30th Mar	Parental Consultation Evening Reception, Years 2 and 6
31 st Mar	Term ends 1.30pm Reports home for Years 1, 3, 4 and 5

Term dates for 2017-2018 are now available and are listed at the back of this newsletter

Welcome back and a Happy New Year. Hope you had a lovely Christmas.

SCHOOL DINNER CHANGES

We have had a number of requests at the end of last term and the beginning of this term for a change to school dinner requirements. Please note that one week's notice within term time is required to make this change and therefore requests should not be made during the school holidays or at the beginning of term for immediate start.

School dinners are only available every day; there is no option to have packed lunch on certain days. School meals cost £2.35 per day and this is payable half-terminly, in advance. Charge forecast letters have been issued for this half-term and should have come home with your child. Please make payment by Friday, 13th January. Payment can be made by Wisepay or by cheque (payable to Hertfordshire Catering Limited). **NO CASH PAYMENTS ACCEPTED.**

LET IT SNOW!

As the New Year is bringing with it the possibility of snow, now seems a suitable time for a reminder of the process we will follow if it snows!

Our overriding principle is that staff and teachers should not put themselves at risk travelling into school and we will therefore operate a flexible registration until 10:30am should there be HEAVY snow overnight. We do not currently have the staffing for significant path/playground snow clearance before school, so the priority will be to clear a single path into the front entrance where all children should arrive and register. All other gates will remain locked.

If the weather is so severe that school closure is necessary, a decision will be made by 8am at the latest. Parents will be notified via tweet, update on the website and via the new school closure notification system – Everbridge. Full details on how parents can register for this service are included on page 3.



Illness

If your child is ill, please can you inform the school before 9am.

If you haven't contacted us by then we will call you to find out the reason.

There are 3 ways of informing us.

1. You can **call** the school number, 01279 757193, and leave a clear message with your **child's name, class name, and a reason for their illness.**
2. Send the information in an **e-mail** to attendance@manorfields.herts.sch.uk.
3. The third option is to send the information via **Parentmail.**

Please note that we have a duty of care to call any parent whose child has not arrived for registration if we have not been informed of a reason for their absence. We are concerned for the older children who may have walked by themselves and not arrived at school.

Medical Appointments

Please also use the above options to inform the school of any medical appointments during the school day as well as telling the teacher.

And don't forget that if your child is missing morning registration and has school dinners **you must order your child's meal by 9.15**, when the orders go through to the kitchen.

If you do not let us know by 9.15 then you must bring in a packed lunch for them when you bring them in.

Sickness and Diarrhoea

Please note that if your child has sickness or diarrhoea that your child must stay off school for 48 hours after the last bout of sickness or diarrhoea.

This is to avoid the illness spreading.

Reception Admissions September 2017

The deadline for admissions for Reception in September 2017 is 15th January 2017. Any applications received after this date will be considered as '**LATE**' applications.

Please go to:

www.hertfordshire.gov.uk/admissions

to apply

Office Staffing

You may have noticed a change in the office personnel this term. Mrs Cojeen, who has been our School Secretary/Receptionist since last May has now taken over the role of Finance Secretary. Mrs Beer, who has been acting Finance Secretary since November, has been appointed as the new School Secretary/Receptionist.

Year 1 would like to say a big thank you to Mrs Sambridge for coming in and making fruit snowmen and gingerbread with them at the end of last term.



Poppy Appeal

We raised a fabulous
£247.44 with our poppy
appeal last November
2016.



Music Exams

*Congratulations to the
following children who passed
their Clarinet Exams in the
Autumn Term 2016.*

*Matthew R in Edison for
passing his Grade 1 clarinet
exam*

*Lucy R Da Vinci who passed
her Grade 2 clarinet exam*

Christmas Jumper Day

We raised £380.85 on
Christmas Jumper Day.



SCHOOLS CLOSURE NOTIFICATION SERVICE – PARENT REGISTRATION

To receive messages regarding school closure for any reason,
please go to:

member.everbridge.net/index/892807736725489

to register for this service. This link will direct you to the “Sign
Up” page where you should click on the “sign up” button located
at the top right hand side of the page on the grey strip and from
there follow the instructions.

Please note: when you get to the “My Alert Subscriptions” page,
remove the tick from the box on the left hand side of the word
“School”, otherwise every school in Hertfordshire will be
selected. Once you are in this page, scroll down to Bishop’s
Stortford and then select “Manor Fields” from the list. If you
have children at more than one school, you can select these
schools also provided they have signed up for the service.

TERM DATES 2017 – 2018

Autumn term 2017 Wednesday 30th August – Tuesday 19th December 2017

Occasional days Wednesday 30th August – Friday 1st September 2017 (school closed)

INSET day Monday 4th September (no pupils in school)

Children start on Tuesday 5th September 2017

Tuesday 5th September – Thursday 19th October

INSET day Friday 20th October

Half Term Monday 23rd October – Friday 27th October

Monday 30th October – Tuesday 19th December

Term ends on Tuesday 19th December at 13.30pm

Spring Term 2018 Wednesday 3rd January – Thursday 29th March

Occasional days Wednesday 3rd January – Friday 5th January (school closed)

Children start on Monday 8th January 2018

Monday 8th January – Friday 9th February

Half Term Monday 12th February – Friday 16th February

Monday 19th February – Thursday 29th March

Term ends on Thursday 29th March at 13.30pm

Summer Term 2018 Monday 16th April – Friday 27th July

Children start on Monday 16th April 2018

Monday 16th April - Friday 25th May

Half term Monday 28th May – Friday 1st June

INSET day Monday 4th June (no pupils in school)

Tuesday 5th June – Wednesday 25th July

INSET days Thursday 26 and Friday 27th July (school closed)

Term ends on Wednesday 25th July at 13.30pm