

Headteacher's Newsletter



November 2023 | Issue 1

Dear Parents and Carers,

It has been another busy couple of weeks since our last update. As a school we are taking part in the national 'Anti-Bullying Week' which begins on Monday. Each class will be learning about what to do if they are worried about being bullied or if they see someone being bullied. They are encouraged to 'Reach out' to an adult for help. You can read more about our activities and resources available to parents further down in the newsletter.

We have also observed Remembrance Day in the last week. Children in Year 1 and Year 2 visited Uxbridge Memorial to lay their hand crafted wreaths.

Finally we had the pleasure of some of our Governors visiting the school, which you can read more about within this weeks newsletter.

Mrs Kennedy

Acting Headteacher

KEY DATES

Children In Need Non school uniform Day	Friday 17th November 2023 Voluntary 50p donation
Anti Bullying Week	Monday 20th November to Friday 24th November 2023
Christmas Fair	Friday 1st December after school
Christmas Jumper Day and Christmas Lunch Day	Friday 8th December 2023
Nursery party day	Monday 18th December 2023 Children can come to school in party outfits
Nursery last day	Tuesday 19th December 2023
Reception, Year 1 and Year 2 Party Day	Tuesday 19th December 2023 Children can come to school in party outfits
Last day of school	Wednesday 20th December. School finishes at 12:00pm

Diwali Celebrations!

Diwali is a festival celebrated by Hindus and Sikhs. It is often called the Festival of Lights. The festival celebrates good over evil; light over darkness. The Goddess of Wealth, Lakshmi, is honoured during Diwali. We celebrated Diwali last week.



Remembrance Day

Remembrance Day was celebrated on 11th November and is a day to remember people who fought and died in wars or other conflicts across the world. On November 11th 1918 on the 11th hour of the 11th day or the 11th month the First World War ended.



Poppies are worn on Remembrance day (and days leading up to) as a sign of remembrance for those people who died during this war and any other that followed. The poppy was chosen as a symbol as it began to grow freely on the battlefields where service men died.

Over the last two weeks, children from year 1 and year 2 visited the Uxbridge Memorial to lay their handcrafted poppy wreaths.



Beck Theatre Trip - Children in Reception visited the Beck Theatre last week to watch 'Tales of Acorn Wood'.



Lunch Menu - Week beginning 20th November 2023.

Our catering company, The Pantry, missed the 20th November menu from their list. They have now confirmed that they will be providing Week 1 of the menu. Children will be able to pick their menu choice every morning. Please speak to your child about what they should pick every day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1 Non-Halal	Beef Pasta Lasagne with Mixed Vegetables (GL)	Chicken & Peppers Pizza, Garlic Bread and Mixed Vegetables (GL-MI-SO)	Roast Chicken, Roast Potatoes & Gravy with Mixed Vegetables	Hot Chicken & Cheese Panini with Mixed Vegetables (GL-MI-SO-MU-SE)	Fish Fingers, Chips & Tomato Ketchup with Mixed Vegetables (GL - FI)
Option 2 Vegetarian	Tomato Pasta with Mixed Vegetables (GL)	Margherita Pizza, Garlic Bread and Mixed Vegetables (GL-MI-SO)	Vegan Sausages, Roast Potatoes & Gravy with Mixed Vegetables (SO)	Hot Cheese Panini with Mixed Vegetables (GL-MI-SO-MU-SE)	Vegan Sausages, Chips & Tomato Ketchup with Mixed Vegetables (SO)
Option 3 Halal	Beef Pasta Lasagne with Mixed Vegetables (GL)	Chicken & Peppers Pizza, Garlic Bread and Mixed Vegetables (GL-MI-SO)	Roast Chicken, Roast Potatoes & Gravy with Mixed Vegetables	Hot Chicken & Cheese Panini with Mixed Vegetables (GL-MI-SO-MU-SE)	Fish Fingers, Chips & Tomato Ketchup with Mixed Vegetables (GL - FI)
Jacket Potato	Cheese, Beans or Tuna (MI-FI)	Cheese, Beans or Tuna (MI-FI)	Cheese, Beans or Tuna (MI-FI)	Cheese, Beans or Tuna (MI-FI)	Cheese, Beans or Tuna (MI-FI)
Sandwiches	Egg, Cheese or Tuna (GL-SO-MI-FI-EG)	Egg, Cheese or Tuna (GL-SO-MI-FI-EG)	Egg, Cheese or Tuna (GL-SO-MI-FI-EG)	Egg, Cheese or Tuna (GL-SO-MI-FI-EG)	Egg, Cheese or Tuna (GL-SO-MI-FI-EG)
Dessert	Fruit Yoghurt (MI)	Chocolate Cake (GL-EG)	Oaty Cookie (GL)	Fruit Jelly	Dessert Selection (GL-EG-MI)

After School Clubs—Autumn 2 2023

Please find information below regarding after school clubs for after half term.

	Club (3:15—4:15pm)	Who can attend?	How do I sign my child up?
Monday	Ball Skills Discovery Club—Learn new skills across a range of sports	Reception, Year 1 and Year 2	Click here to book
Tuesday	Football Gymnastics	Reception, Year 1 and Year 2 Year 2	Click here to book Email: queries@gymlets-cheerlets.co.uk
Wednesday	Multisport Club—Come and try a number of different sports	Reception, Year 1 and Year 2	Click here to book
Thursday	Gymnastics	Reception	Email: queries@gymlets-
Friday	Gymnastics	Year 1	Email: queries@gymlets-

Ball Skills/Football/Multisports Club - When booking, the link may say a particular year group however the company have assured us that each club is open to reception, year 1 and year 2 children.

Anti-Bullying Week

Monday 20th - Friday 24th November 2023

Every November schools throughout the United Kingdom take part in Anti-Bullying Week.

This is an opportunity to spotlight bullying and consider the steps we can take together to stop it.

The theme this year is 'Make a Noise'.

In school, children will learn about what bullying is and what to do if they think they or someone else is being bullied.

Our behaviour policy states:

'Bullying of any kind is unacceptable at Whitehall Infant School. If bullying behaviour does occur all children and adults should be able to tell and know that all incidents will be dealt with promptly and effectively. We believe that ignoring bullying is wrong'

At Whitehall Infant School, we define bullying as any or all of the following:

- *A repetitive series of actions by an individual or group which causes long lasting fear, anxiety or harm to another person or group of people*
- *Repetitive verbal or physical actions which as designed to intentionally hurt and intimidate or to make the person who is at the receiving end feel unhappy, embarrassed or insecure about themselves.*
- *Bullying can take place online and is not always in person.*

Our behaviour policy including our anti-bullying statement, systems and reporting procedures can be found [here](#).

As a parent or carer, you are a vital piece of the puzzle in tackling bullying. You have a unique role to play in guiding and supporting your child through their school years and there are many positive steps you can take to help keep your child safe from bullying and harm.

One of the steps is knowing when to ask for support.

The Anti-Bullying Alliance has produced a handy resource with Kidscape for parents or carers to use with their children. It can be found on our website and [here](#).



Christmas Fair - Friday 1st December 2023

We will be holding our Christmas Fair along with the junior school on **Friday 1st December** from 3:15pm on the KS1 and KS2 playgrounds.



Earlier collection times

Class/Year group	Time
Nursery	2:50pm
Reception	2:50pm
KS1 (Year 1 and Year 2)	2:50pm

You will be able to make your way to the KS1 playground where staff and children will open their stalls once their class have left. Please be patient as staff dismiss their classes.

For the Christmas Fair to be a success, we are in need of the following donations:

- Chocolate boxes/selection boxes. Please do not send in loose sweets or chocolate.
- Good quality used toys, games and puzzles.
- Good quality used children and adult books.

We will be collecting donations from **Monday 20th November**. They can be given to class teachers.

Raffle Tickets

We are also holding an exciting raffle. We have over 20 raffle prizes including a £15 Entertainer voucher, £25 Smiths Garden Centre Voucher and a Warren James silver jewellery set.

Raffle tickets will cost £2 for a strip of 5 and will be available before and after school from the playground entrance. Cash only please.

All proceeds made at the fair will go towards buying new books for children across the school, a range of outdoor equipment for our new gardening area and additional resources that will support children in class.

Thank you!

Thank you to all parents/carers who have attended parent meetings this term.

98% of families attended parents evening across the whole school.

Thank you to those who have completed and returned the parent/carer questionnaire. We will share outcomes once they have been analysed. We always value your feedback.



Whitehall Infant School has a no smoking policy for the whole of the school grounds.

This includes vaping and the use of any other e-cigarettes. Please follow this rule.



Could you give up a couple of hours a week to help our children?

Want to Volunteer?



We are looking for parents / carers or members of our community who would like to volunteer at Whitehall Infant School.

Current volunteer positions:

Reading Champions - Please come and listen to children in school read.

Creativity Champions - Do you have a specific talent or interest? Are you able to paint/ dance/ draw / sew / cook? We are looking to give children rich experiences. Could you support us?

Class Champions - A class champion would be working in the classroom supporting children in basic skills.

To be a **class or reading champion** you must have a high standard of spoken English and reading. Training on how to hear children read will be provided.

If any of the above appeal to you, please pick up a volunteer form from the school office.

A polite notice regarding birthday cakes, treats and party bags

Please note that we do not share birthday cakes, treats or party bags, staff will not be able to give these out. Many parents would rather limit and monitor the amount of treats eaten by their children. Also we need to always be aware of allergies and the risks that can be posed if a child eats something they are not able to. We will still acknowledge your child's birthday and will celebrate by singing happy birthday in class.

An alternative idea that we have is that you could maybe **make a donation of a book and will presented to their class/ school with a book note saying who donated the book and which birthday they were celebrating.** We look forward to celebrating your child's birthday safely .

Thankyou for your understanding and co-operation.

Letter requests/ Form Requests

If you require a letter from the school, please visit the main school office to complete a request form and provide supporting documentation.

Please note that there is an admin charge of **£10** for letter requests.

Parent Coffee Mornings

When? Every Friday Morning
Time? 8:45am - 9:45am
Where? Main Hall

Come and join us to connect with each other, share experiences and relax.

Please let us know of any topics you would like discussed that you think would be useful to yourself or others.



Children in Need

Children in Need is a national charity who support children and their families. We will be having a dress up day to help raise money for Children in Need on **Friday 17th November 2023**. The children can choose to come dressed in something yellow, spotty or non-uniform clothes. Please ensure that children wear sensible shoes and appropriate clothing for the weather.



Communication School and Parents/ Carers

At Whitehall we believe good communication is vital, it helps to both inform our parents /carers about what is going on within the school and also helps to develop a good relationship which builds trust and understanding. We have a number of methods of communication which we use to communicate information which you can see below.

Method	What	Parent Requirement
In person	Various communications	n/a
Email	Various communications	Provide school with email address
Text	Various Communications	Provide school with mobile contact number
School App	Access information such as notices, calendar, newsletters and ad hoc communications	Download to your mobile phone via Google or Apple store search School Jotter 2. Once downloaded choose Whitehall Infant School
Newsletters	Sent by email fortnightly and posted on our website and APP	Access to our school app, mobile phone or computer.
Website	Variety of information	Access to a phone or computer
Posters	Notice boards around school	Take a look when dropping or collecting children.
Phone	Speak directly with staff	To be available for phone call at agreed time.

Well Done!

Well done to Kingfisher and Peacock class for performing a their excellent class assemblies to the school and their parents/carers.

Kingfisher shared information about Remembrance day and Peacock shared information about Diwali.

Children got to show their books and the learning they had been doing! Well done for all your hard work!



ADMISSIONS SEPTEMBER 2024

ADMISSIONS

Applying for Nursery School

For children due to start Nursery in September 2024, you must apply direct to the school. If your child's date of birth falls between **1st September 2023 and 31st August 2024 and they turn 3**, then you can apply for entry in September 2024. Please email the school office directly with any questions : office@mail.whitehallinf.org

Applying for Primary School

For children due to start Reception in September 2024 you must apply for a Primary School place by **15th January 2024**. Applications should be made online at :

<https://archive.hillingdon.gov.uk/primary>

Applying for Junior School

For children due to start Junior School in September 2024 you must apply for a Junior School place by

15th January 2024. Applications should be made online at:

<https://archive.hillingdon.gov.uk/junior-school>

Safeguarding Reminders

If you are worried about a child or are concerned about an on-going issue involving a child please contact

Hillingdon Stronger Families Hub on

01895 556006

or alternatively if you feel a child is in immediate danger then call **the Police emergency number 999**.

Attendance

Every school day counts.

Young children will be more likely to get minor illnesses as their immunity is building up. Attendance in schools is tracked daily and has to be reported to the local authority. Children whose attendance falls below 90% are categorised as being **Persistent Absentees**. Absence includes all days off school for illness or other reasons.

Please try and book appointments where possible out of school hours. Avoid having any term time holidays. The school's Attendance policy can be found on our website. It has all the information you need.

We celebrate weekly attendance heroes in our Friday Gold Book assemblies. All children who have been at school that week have their names in a draw and each year group has winners.

Days Absent	Missed Time	Number of Missed Lessons	Attendance
1	1 day	6	99.5%
2	2 days	12	99%
3	3 days	18	98.5%
4	4 days	24	98%
5	1 week	30	97.5%
10	2 weeks	60	95%
15	3 weeks	90	92.5%
20	4 weeks	120	89.7%
25	5 weeks	150	87.5%
30	6 weeks	180	85%
35	7 weeks	210	82.5%
40	8 weeks	240	80%

Punctuality

You will agree that poor punctuality is not to be ignored. At Whitehall the children have a lovely welcome into school and then go onto their phonics lessons. These lessons are grouped according to reading ability therefore most children will not be with their own teacher but in smaller groups across school.

Each morning office staff including Mrs Kennedy, Mrs Malik, Mrs Ferrell, Miss Fabri, Miss Woolley, and other staff take children who are late to their class. This is not a good use of our time.

We will be calling parents who are regularly late to meetings to discuss what can be done to improve punctuality. Occasionally anyone can be delayed. The children who are coming in late are missing valuable settling in time and learning time.

Please come and speak to one of the staff on duty if you would like some support with getting your child to school on time or any other difficulties which are effecting your child's attendance/punctuality

We have reward charts ready and will support you with ideas about morning routines.



Whitehall Infant School Governor Visits

Recently we have had the pleasure of welcoming some of our *Governors* to the school, details of their visit and it's purpose can be seen below. The role of a school governor is to work alongside the Headteacher and Senior Leadership Team to ensure that Whitehall Infant School provides a good quality of education for our pupils.



Nathan White

Nathan visited us in his capacity as Safeguarding Governor to look at safeguarding systems and procedures across the school. He discussed how we keep children safe throughout the day as well as online safety including how we teach e-safety to children.

Susan Watts

Susan is our Chair of Governors and our link governor for Early Years and Finance. During her visit she visited the school and looked at teaching and learning as well as ensuring that all financial aspe

Jacqueline Clarke

Jacqueline is our Vice Chair of Governors and our link governor for Inclusion. Jacqui was able to observe our attendance procedures and the importance of parents/carers informing the school of their child's absence. She also monitored our SEN, EAL and pupil premium provision.

Further information on our *Governing Body* can be found on our school website. [Governing Body](#)

Diary Dates

Individual events information will be communicated with you where appropriate. All dates are subject to change.

Thursday	16th	November	Peacock Class Assembly—8:55am Main Hall
Friday	17th	November	Children in Need—Spotacular dress up day/Own clothes —50p donation.
Friday	17th	November	Parent Coffee Morning—8:45—9:45am Main Hall
Monday to Friday	20th—24th	November	Friendship Week /Anti-Bullying Week
Thursday	23rd	November	Flamingo class assembly 8:55am Hall
Friday	24th	November	Parent Coffee Morning 8:45—9:45am Main Hall
Tuesday	28th	November	Toucan class assembly—8:55am Hall
Friday	1st	December	Parent Coffee Morning 8:45—9:45am Main Hall
Friday	1st	December	Christmas Fair 3:15—4:30pm Playground
Wednesday	6th	December	Year 1 Christmas Performance tbc (afternoon)
Thursday	7th	December	Year 1 Christmas Performance (morning)
Friday	8th	December	Christmas Jumper Day and Christmas Lunch Day
Friday	8th	December	Parent Coffee Morning 8:45—9:45am Main Hall
Wednesday	13th	December	Year 2 Christmas Performance tbc (morning) Reception Christmas Performance tbc (afternoon)
Thursday	14th	December	Reception Christmas Performance tbc (morning) Year 2 Christmas Performance tbc (afternoon)
Friday	15th	December	Parent Coffee Morning 8:45—9:45am Main Hall
Monday	18th	December	Pantomime visit—Morning
Monday	18th	December	Nursery class parties
Tuesday	19th	December	Class Parties—Reception, Year 1 and Year 2 (Wear party clothes)
Tuesday	19th	December	Last Day of Nursery before the holidays. Nursery sing along
Wednesday	20th	December	Term ends for Reception, Year 1 and Year 2. Finish time 12:00pm - Gates will close at 12:20pm



School Terms and Holidays

September 2023 - July 2024

AUTUMN TERM - 2023	
<i>Staff Development Day (Holiday for children)</i>	Monday 4th September 2023
Term starts for the children	Tuesday 5th September 2023
Half Term Holiday	Mon 23rd - Fri 27th October 2023
Term starts for the children	Monday 30th October 2023
Term Ends	Wednesday 20th December 2023
<i>Staff Development Day (Holiday for children)</i>	Thursday 21st December 2023
SPRING TERM - 2024	
Term starts for the children	Monday 8th January 2024
Term Ends	Friday 9th February 2024
Half Term Holiday	Mon 12th - Fri 16th February 2024
<i>Staff Development Day (Holiday for children)</i>	Monday 19th February 2024
Term starts for the children	Tuesday 20th February 2024
Term Ends	Thursday 28th March 2024
SUMMER TERM - 2024	
Term starts for the children	Monday 15th April 2024
May Day (Public Holiday - school closed)	Monday 6th May 2024
Term ends for the children	Friday 24th May 2024
Half Term Holiday	Mon 27th May - Fri 31st May 2024
Term starts for the children	Monday 3rd June 2024
<i>Staff Development Day (Holiday for children)</i>	Monday 1st July 2024
Term Ends	Tuesday 23rd July 2024
<i>Staff Development Day (Holiday for children)</i>	Wednesday 24th July 2024