

# JBuzz Newsletter

Friday 11<sup>th</sup> September 2019

*“Achievement, ambition and progress for all....”*



## News from across the school...

I would like to welcome all our children and their families to the new school year at John Ball School. I know that this summer has been somewhat a different one than we were all expecting but I hope that you managed to have an enjoyable holiday with equal amounts of adventure and relaxation!

It has been great to see the children back in school, especially after so long away! The children and staff all look very settled in their new classrooms. The children have settled back into school life very quickly and have adapted to the new systems in place with such an admirable attitude which is very positive!

I would like to thank all the parents for making the necessary adaptations to drop off and pick up arrangements to reduce contacts around this busy time. The systems do seem to be working but it is clear that, for Year 1, 2 and 3, it is impossible to maintain 2 metre distance through the one way system. Therefore, I would request that anybody coming onto the site to collect their child, wears a face mask. I understand that some people can't and that is ok.

There is a lot to read and digest in this first JBuzz so it might be one to save for future reference. I am also aware that over the coming weeks you will receive lots of communication from the school regarding different things. To ensure the most pertinent safety information is prioritised, anything Covid-19 related will come separately from other information and will have Covid-19 update in the subject heading.

I am looking forward to another successful, busy and rewarding year, working with you to ensure the best for our children.

Have a good weekend.

Jacqui Noakes

[headteacher@johnballlewisham.sch.uk](mailto:headteacher@johnballlewisham.sch.uk)



## Nuts/Allergies

May we remind you there are some children in our school and nursery who suffer severe allergic reactions when they come into contact with nuts.

It is imperative to keep our school "Nut free".

Please help keep these children safe and healthy by checking the labels of the food products your child brings to school for playtime and in packed lunch boxes, e.g. chocolate spread, certain chocolate bars, and other mixed snacks.



## De-Fibrillator

John Ball has got a De-Fibrillator on site. This is not only for staff use but also for anyone closest to this area that may require it.

We are on the database for anyone that may call the ambulance service so if you are ever in the unfortunate position to need this or can assist someone else, please call the office to ask for it.

We have some staff members who have been trained.



## **September**

Monday 28<sup>th</sup> INSET DAY – Staff only

## **October**

Friday 16<sup>th</sup> School individual photos – (no siblings)

***Monday 21<sup>st</sup> to 27<sup>th</sup> Half Term***

## **Letters**

Opening school in September  
Welcome to nursery  
Info for reception  
Forest School  
Covid update

## **Primary School Applications for 2021**

- Applications open (apply online): Tuesday 1<sup>st</sup> September 2020 <https://www.eadmissions.org.uk/>
- Closing date for applications: 15<sup>th</sup> January 2021

<https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school>

## **Secondary School Applications for 2021**

- Applications open (apply online): Tuesday 1<sup>st</sup> September 2020 <https://www.eadmissions.org.uk/>
- Closing date for applications: Saturday 31<sup>st</sup> October 2020 (we recommend that you submit your online application by Friday 23<sup>rd</sup> October 2020)
- Closing date for supplementary forms (if required) to be returned to the school directly: Saturday 31<sup>st</sup> October 2020

<https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-secondary-school>

## **How do I ensure I get a copy of JBuzz every week?**

The parent survey last year showed that JBuzz is a valued way of communicating with our parent community. Therefore, JBuzz continues to be the most important route of communication from our school to you at home. A great deal of information and news is communicated via JBuzz and it is critical that parents receive this. JBuzz is e-mailed out on a Friday afternoon. If you do not receive your digital copy then please inform the school office who will check your e-mail address on our system.

Vikki Amner manages JBuzz. If you wish to have an advert placed on the website with the information directed to that advert via JBuzz you can do so by contacting Vikki by e-mail [vamner.209@lgflmail.org](mailto:vamner.209@lgflmail.org). We do ask for a donation of £10 for a one-week advert and run these once a half term or term. Please note that adverts will be agreed by the school leadership team prior to being published and we reserve the right to decline an advert.

Each Friday your child's teacher will send you an e-mail outlining home learning, any news and celebrations from the class.

## **Communication with your child's teacher**

If you have any concern about your child, their progress in class or anything relating to how the class works, speak to your child's teacher. Our staff are all very happy to communicate with parents and carers and this can be done in a variety of ways.

1. Email the teacher. Work emails will be shared via the weekly communication from your child's class teacher.
2. Call the school office or email [admin@johnball.lewisham.sch.uk](mailto:admin@johnball.lewisham.sch.uk) and your concern will be forwarded onto the class teacher.

When contacting your child's teacher, please be mindful of our staff's work life balance. We do not expect staff to respond to messages and emails through the school day, between the hours of 6pm and 8am, or at weekends.

**N.B** Please do not send a text message from your phone or via Arbor to the school as we do not receive these so will not be actioned.

## **Contacting the Senior Leadership team (SLT)**

If you feel that you cannot speak with the class teacher then please approach the phase leader as below:

- ❖ Pupils in Reception and Nursery: Cassey Kiely ([ckiely2.209@lgflmail.org](mailto:ckiely2.209@lgflmail.org))
- ❖ Pupils in year 1 and year 2: Rebecca Suffield ([rsuffield.209@lgflmail.org](mailto:rsuffield.209@lgflmail.org))
- ❖ Pupils in Year 3 and Year 4: Beth Budden ([bbudden.209@lgflmail.org](mailto:bbudden.209@lgflmail.org))
- ❖ Pupils in Year 5 and Year 6: Josephine Young ([jyoung48.209@lgflmail.org](mailto:jyoung48.209@lgflmail.org))

If your concern or issue is not resolved, having spoken to the class teacher and phase leader then please contact: Mrs Jacqui Noakes, Headteacher ([headteacher@johnball.lewisham.sch.uk](mailto:headteacher@johnball.lewisham.sch.uk)) or Mr Mitchell, Deputy Headteacher ([deputy@johnball.lewisham.sch.uk](mailto:deputy@johnball.lewisham.sch.uk))

Equally, we always welcome positive feedback about your experience of the school! We all like to read good news!

## **Contacting the Inclusion Team**

Ms Parry is Assistant Head teacher of Inclusion. If you have concerns about the additional support needs of your child please get in touch ([aparry5.209@lgflmail.org](mailto:aparry5.209@lgflmail.org)). Additionally you can contact: Mrs Debbie Parish, Pastoral Care Manager ([dparish4.209@lgflmail.org](mailto:dparish4.209@lgflmail.org)) or Mr Anthony White, Therapeutic Lead ([awhite112.209@lgflmail.org](mailto:awhite112.209@lgflmail.org))

## **Parent termly planner 2020**

You will find along with JBuzz a copy of the school calendar for the autumn term. This contains information appropriate for the whole school. There may be other events that are year group specific that you will be informed of throughout the term.

## **How can I keep up with the school calendar?**

- ❖ There are two sections on the website which have dates for the terms. Under the News tab then School Events page and also under the Calendar tab, from there you can be linked via google app to your hand held device.
- ❖ JBuzz has a reminder of both the next week's events and upcoming dates for that month.

## **Definitions used in the school**

**GCs:** Guardian Consultations via Arbor

**Learning Ladder:** a list of child / parent friendly learning targets for reading, writing and maths.

**Learning afternoon:** a chance for you to look through your child's learning and informally chat to staff.

**CIS:** Curriculum Information Sheet; an overview of the learning in your child's class for the term.

## **Meet the teacher for KS1 and KS2**

Unfortunately, we will not be able to offer this event this year. We will be sharing information regarding the curriculum and year group arrangements via email by the end of September.

## **Secondary Transfer meeting for parents of Yr6 pupils**

Unfortunately, the school briefing on secondary transfer will not be able to take place in person. Instead, we will post a video link with the information on the school website to help with this process. A booklet will be sent home which details the process and includes information on Lewisham Schools. If you require further support with this process, please contact Mr Mitchell or myself who will be able to help.

## **Punctuality procedures**

We are keen to start the year with good habits and request that all children arrive at school for the start of their school day. Being late is a stressful experience and having to regularly walk into a classroom late can have an emotional impact for a child. Much information and many introductions are missed if children are regularly late and this can negatively affect a child's learning.

- ❖ Pupils will be marked late for school if they arrive 15 minutes later than their start of day. i.e. if their start of day is 8.45am then their late mark will be from 9am. If they start at 9am then their late mark will start from 9.15am. Late coming of pupils will be closely monitored and parents contacted where there are concerns.

*If any child arrives after 9.30am they will be recorded with a "U" code on the register, which will mean that they will be shown as absent on the register for the morning session of that day (but present in the building in case of evacuation).*

## **Attendance procedures**

As schools have reopened, the expectation is that all children must attend; this is the law. However, we understand that some parents have concerns about sending their children back to school. Whilst we understand parents concerns, we still expect children in school.

As part of our policy for safeguarding pupils, we would like to ensure that our procedures for informing the school of a child's absence are quite clear to everyone. We would appreciate if all parents and carers could ensure they follow the points below when alerting the school of their child being absent:

- ❖ Please call the school on each day of your child's absence, with a brief description, even if you have contacted the teacher, the office must be informed as well by either a phone call or email to Sharon Windham ([swindham.209@lqflmail.org](mailto:swindham.209@lqflmail.org))
- ❖ If you have informed the school that you are self-isolating, you do not need to call the school every day. Our Attendance Officer will liaise with you on an individual basis.
- ❖ If a pupil has an appointment, please also e-mail Sharon as above prior to the appointment taking place.
- ❖ N.B. Proof of any appointment will be requested.

## **On day one of an un-notified absence, the school will:**

- 1) Call parents to find out where the pupil is.
- 2) If parents are not contactable, we will pursue the reason for absence via emergency contacts.
- 3) If no contact can be made with the parents or emergency contacts, we will send a text and e-mail the parents. If we still do not get a reply, the school will attend the child's home to understand the reason for the absence.

## **Attendance Monitoring**

- ❖ Attendance is reviewed on a monthly basis.
- ❖ We look into attendance that drops below 95% and begin to monitor this on a more regular basis.
- ❖ We are obliged to refer children and families to the Attendance Officer when attendance drops to 85%. The Attendance Officer will make contact with you to discuss the way forward.
- ❖ Parents should remember that in an extreme case the Attendance Service will take parents to court and enforce a Parenting Order.

A full copy of our Attendance Policy is available on the school website for your reference - see school info section called Attendance which is under the Parents tab.

## Requesting leave during term time

This is something that as a school we actively discourage. We will not authorise any term time holiday. In exceptional circumstances and with evidence provided, requests for time off will be considered alongside a pupil's current attendance figure as well as their academic progress in school.

Please do not book a holiday / flights and then request authorisation; in these circumstances we will not authorise the absence. Please continue to complete a "request for absence" form for time off. This can be collected from the main school office and is also available on the school website under the parent/attendance tab.

## Pupil information

Anytime you login to "Arbor" please update any information about your address, phone numbers, e-mail addresses, medical or dietary conditions etc. The school office checks these pending amendments on a regular basis so we can update our records accordingly. If your child has a **medical condition** that you have not informed us about, please also let the office know so that the school is fully informed. This information is really important to the school so that we can notify you immediately if there is an emergency and/or share important information with you about John Ball. If at any time of the year any aspect of your family's data changes, please do inform the school office ASAP or use Arbor to update.

## Volunteers / Parent Helpers

At this present time we will not be having volunteers in to school, but we will send out separate communication when we are able to do so again.



David Murrell the new premises assistant and Loui Penfold up cycled the old ks1 pencil feature into this fort.