



Theydon Bois Primary  
School

**Theydon Bois Primary School**

Orchard Drive  
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ESSEX CM16 7DH

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The Epping Forest Schools  
Partnership Trust

21<sup>st</sup> September 2018

Dear Parents and Carers,

Two weeks into the Autumn Term already! We are just about running on all cylinders again.

**Class Meetings**

A massive thank you to all our teachers for presenting well thought through and detailed information in relation to procedures in their classes and expectations they have. A big thank you to all our parents who attended these meetings. Thank you for your dedication in supporting your children and the school in providing academic and personal growth for each of our children. Be assured that our doors are always open to discuss any concerns you may have.

**Parking/Drop Off**

Can I please remind parents to keep the safety of our children and parents in mind at all times when dropping off your children. Please ensure you do not park on the double yellow lines, parking over driveways or endangering lives by reckless driving. You can park further up the road or in the Village Hall car park (free parking permits available from the School Office). Under no circumstances should you pull up and drop off children in the yellow boxed area at the front of the school; this particularly applies to those parents dropping children to before-school clubs/activities. It is everybody's responsibility to keep our children safe.

**Orchard and Forest Coffee Morning**

We would like to invite our Orchard and Forest parents to a Coffee Morning here at school on Tuesday morning, 25<sup>th</sup> September at 9.00 to around 9.30. You can expect an update on how your children are settling in, ways to support your child and an introduction to our very enthusiastic and active Parents and Teachers Organisation. It also gives you a chance to ask any questions you may have and an opportunity to meet other parents.

**PTA – Annual General Meeting**

*The Parent Teacher Association (PTA) annual general meeting (AGM) is on Thursday 27 September at 7pm at the school. All parents and carers of children at our school are automatically "members" of the PTA and are welcome to come along. We also welcome new committee members, which is a smaller group responsible for organising events and managing the money that we raise.*

*Hard copies of accounts, minutes of the last AGM, committee nomination forms and our amended constitution will be available at the meeting. If you would like to see any of these documents in advance, please contact [pta@theydonbois.essex.sch.uk](mailto:pta@theydonbois.essex.sch.uk). The position of Chairperson and Vice Chair will become vacant at the AGM. Should you require any more information, please email the PTA, and we will be happy to get back to you. We hope to see as many of you there as possible.*

### **Individual Photos**

On Thursday, 27<sup>th</sup> September Bentley Photographers will be in school from 8.15 am onwards to take individual and family photographs of the children. If you have any pre-school children who you wish to be photographed together with their siblings at school please ensure that you bring them here before 8.30 am for this to be done. All siblings in school will be photographed together during the course of the morning.

### **Agora**

A big thank you to all our parents who have been extremely patient and understanding with us since the beginning of term when the scale of the problem with the Agora on-line payment system became apparent. We have been working hard on your behalf with the software company to try to solve the issues but if you are still having problems please email the school ([admin@theydonbois.essex.sch.uk](mailto:admin@theydonbois.essex.sch.uk)) and we will endeavour to resolve the problem as quickly as possible.

### **Prospective Parent Tours for 2019 Reception Intake**

If you have a child who was born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015 then they will be due to start school in September 2019. Details of our prospective parent tour dates can be found on the school website. Please use the on-line booking form or contact the school office to book a tour.

### **Secondary School Transfers**

If your child is in year 6 and will be due to start secondary school in September 2019 the application process is now open at [www.essex.gov.uk](http://www.essex.gov.uk). Details of the opportunities to view individual schools can be found on their own websites, however, please do not hesitate to contact us if you have any queries.

### **Operation Christmas Child**

If you have any shoes boxes and/or items you wish to donate to the Shoebox Appeal for Operation Christmas Child (please refer to details in the last newsletter of the Summer term) please bring these into the school foyer on Friday, 28<sup>th</sup> September.

### **Parent Governor Nominations**

I would like to take this opportunity to remind you that the deadline for receiving nominations from parents for the current vacancy is Wednesday, 26<sup>th</sup> September 2018.

### **Mid-day Assistant Vacancy**

We currently have a vacancy for a mid-day assistant to join the lunchtime team. If you would like further details please contact Mrs Bedwell in the school office.

### **Contacting the School**

May I take this opportunity to remind you that whilst in one-to-one conversations it is often acceptable to use names informally, when contacting the school with regard to your child, either by telephone or email, please ensure that you use full names for both yourself and your child. We have many children of the same name in school and it is important that full information is given to staff to avoid any misunderstandings.

### **Nut allergy Reminder**

Please remember that this is a Nut Free School. Please ensure that no products containing nuts are brought into school in snacks or in lunchboxes.

### **Diary of Events**

As a separate attachment to this newsletter you will find a Diary of Key Events for the Autumn Term.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Rall', with a long horizontal flourish extending to the right.

Mr A Rall  
Headteacher