

# Benhurst Primary School

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Head teacher: Mr D. Denchfield BA (Hons) NPQH

Thursday 5<sup>th</sup> September 2019

Dear Parent and Carers,

Welcome back to the new academic year at Benhurst Primary School! I hope you enjoyed a restful break and are refreshed and ready for the new term.

Firstly, I would like to extend a warm welcome to the new children and staff who have joined us today. I hope you will all be very happy at Benhurst and enjoy being part of our community.

### Summer Works

During the summer break, we embarked on several projects and improvements to our school environment to enhance the children's learning and make the school a nicer place to learn and work.

We have replaced the flooring in seven classrooms, the corridor floor and redecorated six classrooms. In addition, we have improved and upgraded the staff room and completely replaced the YR toilets and the boys and girls toilets in the KS2 corridor. The Learning Environment Team helped design the layout of the main toilets and choose the colour scheme. The children did make a couple of rather unusual requests for the toilets which we did not anticipate, one being a disco ball and the other being live music! To their great delight, we were able to source and install a small disco ball in the boys and girls toilets. We have not provided live music as there was a concern that the children would not want to leave the toilets and return to lessons!



### Clubs

We have many clubs at Benhurst which are listed on the website.

<https://benhurst.havering.sch.uk/parents/clubs-and-sports>. If you are interested in your child joining a club, please speak with Mrs Halls in the office or email [office@benhurst.havering.sch.uk](mailto:office@benhurst.havering.sch.uk).

Information about our breakfast and after school provider, ABACUS, is also on the school website <http://www.benhurst.havering.sch.uk/parents/abacus>.

### KS2 Planners

Children in KS2 have been provided with a planner, which is to be used as a reading record, homework diary and home/school message book. The book also contains valuable information to support the children's meaning and assist parents with homework. The planner must go home and be returned to school every day.

Can I ask parents to sign the home/school agreement on page 1 - thank you!



### Medication at school

At Benhurst, we follow guidance from the Department for Education and only administer prescribed medicines. Prescribed medicines must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Parents are able to come to school and administer additional medication should they wish (or can nominate, in writing, another responsible adults to do this). To reduce the impact of the children's learning, this should be limited to break and lunchtimes.

This means we cannot administer or allow in school lip balm, hay fever tablets, Calpol and other similar products unless prescribed by a medical professional. The only exception will be travel sickness tablets on the return journey back to school.

Parents who require the school to administer a travel sickness tablet or prescribed medication, should complete an Administering of Medicines at School sheet. A copy of this is available from the school office and is on the policies section of the website:

<http://www.benhurst.havering.sch.uk/Policies/benhurst-primary-school-policies>

For children in Years 5 and 6 who attend the residential trips, a separate medical form is completed that allow staff to administer key medication during this period.

### Absences

Where pupil absences occur directly before or after a holiday request (whether authorised or not) or before or after a school holiday, they will be marked as unauthorised unless we receive medical evidence to support the absence. The medical evidence is required within seven school days of the absence. This forms part of the school's Attendance Policy.

### Walking to school

Should you wish for your child to walk home by themselves and we have not received your written authority previously, please put this in writing to the class teacher. We will then update our school records accordingly.

In order that we can help to keep children as safe as possible:

- We do not allow children in KS1 to walk home without an adult.
- We do not recommend children in Year 3 or 4 walk home without an adult.
- We cannot release children to meet parents in other areas of the school without written consent.

### Prospective Parents Tour for September 2020 intake

For parents who have children eligible to start at primary school in September 2020, we have weekly tours starting later this month and until January 2020. Further details can be found via the school website. <https://benhurst.havering.sch.uk/school-admission/>

### Possible General Election

Like many of you, I am aware that there could be a snap general election called soon. Given that Benhurst is used as a Polling Station, I felt it important to remind you of this and that the school would need to close for the day. I understand that this can cause childcare difficulty for many working parents and will of course write to you once informed of an election.

## Twitter - @benhurstprimary

We look forward to showcasing our children and school this year through Twitter - we now have over 1200 followers and continue to grow in popularity. Also, if your child/children do anything outside of school you are proud of, please tag us into your tweet and I will retweet.

## Key Dates

These are also on the school calendar - <https://benhurst.havering.sch.uk/calendar/calendar>

Monday 9 <sup>th</sup> September	-	YR start at school (part time)
Monday 9 <sup>th</sup> September	-	Clubs restart
Wednesday 25 <sup>th</sup> September	-	FOB Bounce Day (after school)
Thursday 10 <sup>th</sup> October	-	Individual photographs (letter to follow)
Thursday 10 <sup>th</sup> October	-	Parents Evening/Termly Learning Conferences are held
Tuesday 15 <sup>th</sup> October	-	over 2 evenings (letter to follow)
Thursday 17 <sup>th</sup> October	-	Y3 Stone Age Day
Friday 18 <sup>th</sup> October	-	School closed - INSET day
Monday 28 <sup>th</sup> October	-	Return from half term (8:50 start)
Tuesday 29 <sup>th</sup> October	-	FOB discos (after school)

Please do not hesitate to get in contact should you require any additional information or have any queries.

Yours sincerely,



Mr D Denchfield  
Head teacher

