



Normanhurst School

68-74 Station Road, North Chingford
London E4 7BA

Tel: 020 8529 4307
Fax: 020 8524 7737

HEADMISTRESS

MRS CLAIRE OSBORN MSc., B.A. (HONS), PGCE

E-mail: info@normanhurstschool.co.uk

Website: www.normanhurstschool.co.uk

4 September 2018

Headmistress's Letter

Dear Parents

I hope that you enjoyed a relaxing summer break with your families and that you and your children are looking forward to the new school year which begins for them on Wednesday. Staff have been busy over the holidays preparing for the start of term and we are looking forward to welcoming the pupils back to school.

The Year 7 classes came into school this morning from 9.00 – 11.00am for the second part of their induction. They had time with their form tutors and with some of the new prefect team getting to know school better and being allocated their lockers and timetables.

The first full day of term is Wednesday 5 September when school begins at the usual time of 8.40am. Breakfast Club and After School Club are also available from Wednesday. The day begins with an assembly and is followed by extended form time so that classes can be given their new routines and timetables; lessons will begin with period 2. There will be PE/Games for Year 2 and Year 4 on Wednesday, so please remember to come to school with PE kits.

The juniors should return to school in their summer uniform for September as the weather is still warm.

If your child joins Normanhurst for the first time this week, I hope both they and you settle quickly into the Normanhurst community. We have forty new pupils joining this term, and we have in place good systems to help the children settle quickly, whether they are joining the juniors or the seniors. If you have any questions, please feel free to email or speak to your child's form tutor; I am sure we will be able to help the transition run smoothly and we are very much looking forward to getting to know you over the course of the coming year.

New pupils joining from Year 1 to Year 6 will have a 'buddy' to help them settle in and the class teachers are available every afternoon for a brief chat when they bring the children out to meet you. As you bring your child to the classroom in the morning, you will quickly become familiar with their class teacher and routine.

The new senior pupils in Year 7 have had induction days to make friends and to get to know the school. Seniors joining other year groups will have a member of their class to help them settle into Normanhurst school life. The form tutor has a central role, so please contact the form tutor if you have any questions. Likewise, please encourage your child to talk to their form tutor who will want to support them pastorally.

Every form in the seniors has a prefect linked to it and the prefect team and school leaders will be helping the new pupils to feel at home.

Settling-in reports will be sent home for all the new pupils after three weeks and for Year 7 parents there is the opportunity to meet the teachers informally at a Parents' Meeting on Tuesday 25 September at 5.00pm. Details of this event will be sent out soon and we hope you and your child will all be able to join us.

Summer Holiday Work

The maintenance teams across the Oak-Tree Group have been very busy this holiday across the four schools. Normanhurst has had a number of site improvements. The school kitchens have been fitted with state-of-the-art

new equipment and ovens. We have created two additional pupil toilets, one on the first floor of the main building near the Year 2 classrooms and one on the junior landing near the Year 1 classrooms.

Many parts of the school have been painted and redecorated, including the staff room and we have some new benches for the playground.

A number of classrooms have new electronic touch screen genie boards to facilitate interactive learning and we have a new minibus, which will be garaged at school.

Happy News

Two members of staff were married over the summer: Miss Sulieman is now Mrs Beeson and Miss Parry is now Mrs Coates.

Mrs Kazim's son, Ediz, was born in the holidays. They are both doing well and we look forward to them visiting us soon.

New Members of Staff

We have expanded our teaching team again this year and we have a number of excellent teachers joining the team at Normanhurst, some of whom junior parents met at the Moving Up Day in June.

Mr Clair is the new Head of Seniors. He teaches Humanities and will be taking one of the GCSE Geography sets this year, as well as teaching some of the pupils lower down in the seniors. He is very much looking forward to meeting and getting to know the pupils and parents as the term progresses.

Although Mrs Coates and Miss Stone are not new to Normanhurst, they are taking on new roles this year in addition to teaching. They both join the Leadership Team as Assistant Heads.

Two new teachers join the PE department: Mr Banks (who is also a Y8 form tutor) and Mr Evans (who is a Y7 form tutor and teaches some humanities).

Mr Cutler joins our Science department and Mrs Cooper returns to her role of Head of Science following maternity leave last year.

Mrs Jones is the new Head of Music, who will be continuing the school choirs, bands and orchestra, as well as offering senior music theory.

This year we have two Year 1 and two Year 2 classes, so we have some additional teachers on the team: Mrs Taylor is teaching in Y1 and Mrs Allen in Y2. Mr Dograr joins the team as the new Year 6 teacher.

Mrs Demetriou joins the Learning Support Department and will be a Teaching Assistant working in the juniors and seniors.

Mrs Cubitt joins the office team as our Admissions Secretary and Mr Griffin joins the maintenance team and is our new Assistant Caretaker.

Excellent GCSE Results

The former Year 11 celebrated excellent GCSE results last week with some outstanding performances across the curriculum. As I am sure you know, new exams were in place for almost all GCSE subjects for the first time this year. Despite considerable challenges of the new framework our pupils performed very well and we were pleased to see top grades among their results.

Pupils were able to take up places at their first school or college. 87% of all grades were good 'passes' which means grade 4 or above. A quarter of grades awarded were grades 7-9, which equates to the old A and A* grades. We were delighted to have 100% passes with good grades in English, Triple Sciences, French, Art, Graphics, Drama and Music.

Morning Routines for EYFS and Junior Pupils

Parents or carers take children in Kindergarten and Reception directly to their classrooms in the morning from 8.30-8.40am. Parents also drop off their children in Years 1-6 at their classroom areas between the same times. Please do not arrive before 8.30am as the teachers are preparing for the day. This is a 'drop-off' and class teachers will have activities for the children to do, the register is taken at 8.40am and the school day begins. If you arrive late for any reason, after 8.40am, please report to the school office with your child on arrival rather than going to the classroom.

On Tuesdays the children from Year 1 to Year 6 have singing practice from 8.30-9.00am in the school hall and on Fridays we are introducing a new 'Reasoning and Problem-solving' activity session.

Once every half-term there is a 'drop-in' morning for the children from Year 1-6, to which you are invited. On these mornings you come into the classroom and your children will show you the work they have been doing. These 'drop-ins' finish promptly at 9.00am so that the first lesson of the day can begin. We will ring a hand bell when the session is over and your cooperation in leaving promptly is much appreciated so that the children do not miss learning time. The 'drop-ins' are not times for individual teacher feedback about your child's progress. We are aware of the sensitive nature of conversations about individual pupils, so we ask you to arrange an individual meeting with the class teacher at an alternative time if there are particular issues you wish to discuss.

The dates for the drop-ins are on the school diary and the dates for this term are at the end of my letter.

Morning Routines for Senior Pupils

Breakfast Club is available in the hall for seniors from 7.30am. From 8.15am each morning staff are on duty in the playground to supervise seniors. The library is available or they may wait in the playground or Room 3. Pupils may not go into the main school buildings until the bell rings at 8.40am for the start of the day. All pupils should be in school by 8.40am when registration begins. Senior pupils arriving after this time should report to the school office before going to their form room.

Senior pupils have clearly labelled bag racks where they should leave sports bags until their lesson, and school bags during assembly, lunch and break times. Pupils may also have a locker and should see Mr Clair if they need to be allocated one.

New Initiatives for the Seniors

This year we will be introducing a number of new initiatives in the seniors: Mr Clair and I will be meeting with each Year 11 pupil to discuss the GCSE grades they should be aiming for and how to ensure they make continuous progress towards those goals through the year. We will be meeting with each Year 10 pupil in the spring term.

We will be using the homework diaries in a new way in lessons to enable form tutors to see how well their tutees are applying themselves in lessons and they will be discussing these with pupils on a Tuesday morning in form time.

We are introducing student leaders in the seniors and we will be inviting senior pupils to apply to become form leaders for the term. The leaders will have form responsibilities and will change every term. Mrs Coates is leading this initiative.

And finally we are reviewing the trips and visits programme for seniors this term and increasing the number of educational trips for seniors in Years 7-9. Pupils can expect to have cross-curricular trips and workshops and we are aiming to have one per term.

The Oak-Tree Challenge Award

We will be introducing the Junior and Senior Oak-Tree Challenge Award across the group this year. The award will have Bronze, Silver and Gold levels, with a range of challenges to be completed and verified before the award is presented at the end of the academic year.

The junior award is for Years 4 -6 and the senior award for Years 7-9.

The award reflects the approach of schemes like the Duke of Edinburgh's Award scheme. We will be writing to parents shortly with more details about how the award will be launched and we will be talking to the pupils in assembly.

A Reminder about Absences from School

If your child is unwell and unable to attend school, please telephone the school office to report the absence to a member of the Office team or email absence@normanhurstschool.co.uk.

Try to book medical, dental and orthodontic appointments out of school time wherever possible; if this is not possible, please notify the school in advance with the appointment details by phone, email or letter.

Children are compulsory school age from Reception and should be in school every day. Any absence has to be authorised by the school, whatever the reason. Absences because your child is ill need to be confirmed by email or letter.

Requests for absence during term time for other reasons can only be approved in exceptional circumstances. If you wish to request time out of school for such a reason, please contact the Office who will give you a 'request for absence' form which should be completed returned to them or download it from the website; I will then confirm whether the absence is authorised or unauthorised. Requests should be made in advance.

May I also emphasise the importance of punctuality, not just in school but in life beyond Normanhurst. When seniors go on to sixth form we are always asked for information about punctuality and the number or percentage of 'lates' recorded for pupils. This is why we encourage our seniors to ensure they are in school on time each day.

Absence from PE/Games Lessons

If your child is in school but unable to participate in their PE or Games lesson, please send them into school with a note for the PE staff explaining the reason. Please also ensure that they have their PE kit with them because they need to wear it and go to the PE lesson with the rest of the class, even though they will not participate.

Extracurricular Opportunities

The confirmed programme of extra-curricular activities was sent to parents before the holiday. The programme of activities and clubs starts in the first full week of term, on Monday 10 September.

Breakfast Club, After School Club and Homework Club all begin on Wednesday 5 September.

There will be a number of extra booster classes for Year 11 after school either during the lunch break or after school from 3.30-4.30pm, with the purpose of helping students make maximum progress this year and thus achieve the best grades possible in their GCSE examinations. I ask all Year 11 parents to support us by ensuring your son or daughter attends the classes.

In addition there will be some new clubs: we are launching a debating club run by Mrs Coates and an 'endangered instruments' club where pupils can experience playing instruments that they may not have had the opportunity to try before. This is being run by Mrs Jones, the new Head of Music.

Homework Matters

We are continuing to use the 'Show My Homework' online homework portal this year for Year 6 to Year 11. I received positive feedback from pupils, parents and teachers after introducing the programme last year and everyone feels it is worthwhile to continue with it.

New pupils and parents will receive their log-ins during the first week of term. Miss Barnard coordinates the scheme and she can assist you if you lose your log-in details or cannot access the site.

As previously there will be a published homework timetable so that pupils and parents know when homework is scheduled for each subject. When there is a lengthier task teachers will usually try to include a weekend so that there is time for the work to be completed. Quality of homework is a significant contributor to senior pupil achievement overall and we aim to set meaningful, challenging and helpful independent work for pupils to complete at home. Having a routine for the effective completion of this study will result in better progress for your children, so please encourage them to do homework well, in a suitable environment without distractions.

Junior parents received a welcome letter from the class teacher after the moving-up day last term, with all the details about homeworks, tests, topics and routines, so that you know when PE or swimming kits are needed. If your child struggles to complete their homework in the time, or if there are any other difficulties, please talk to the class teacher so that we can ensure the work is appropriate for your child.

Curriculum Matters

Curriculum overviews will be sent out during the first part of the term to advise you of the work your children will be doing in class. In the EYFS these are weekly and in the juniors these are sent out on a termly basis, for seniors you will have a long-term plan for the work, set out in half-termly units. I hope parents find these useful.

Open Evening Thursday 4 October 2018

The school has its main Open Day on Thursday 4 October from 6.00pm. The school day runs as usual, but many pupils will be asked to return at 5.30pm to participate. Some pupils will be in classrooms, others will be guides showing visitors and prospective families around the school. I hope pupils enjoy talking about school and sharing their experiences.

Current parents are also welcome to attend and to look around the school. Junior parents find this particularly helpful as they have the opportunity to learn more about life in the senior part of the school.

The EYFS School in Action Open Morning is from 9.15-10.30am on Friday 5 October. This is for parents with children in Kindergarten or Reception.

Contact Details and Medical Information

The school office asks parents to check that the contact information and medical details we have for your child are correct. Please log onto your parent portal and inform the office of any changes required.

New Parents' Portal Access

New parents will receive an email this week with information about how to access the parent portal. The email will contain your username and password details. Please log on to check the portal and to confirm that your details are correct. If there are any difficulties please contact the school office.

Dates for the Diary

Important Dates for Staff - Autumn Term 2018

Tue 4 Sep	09:00 – 11:00	Year 7 Induction Morning
Wed 5 Sep		Pupils return
Fri 7 Sep	09:00 – 11:30	Individual Photographs
Tue 11 Sep	15:30 – 16:30	Y2-6 RWInc. Maths talk to parents
	17:00 – 18:00	Y11 16+ Options Evening
Tue 18 Sep	08:30 – 09:00	Y1-6 Parents' Drop In Session
	09:00 – 11:00	Whole School Photo
	15:30 – 16:30	Rec Getting to Know You/RWInc talk to parents
	15:30 – 16:30	Y1 English talk to parents
	17:00 – 18:00	Y10 Parents meeting 'Being Successful at GCSE'
Thu 20 – Fri 21 Sep		Y3 Overnight Camp at Oaklands
Mon 24 Sep	08:45 – 09:00	Peri Music Assembly
	19:15 – 20:30	NSPA meeting

Tue 25 Sep	15:30 – 16:30	KG Getting to Know You/RWInc and Maths talk to parents
	17:00 – 18:00	Y7 Informal Parents' evening
Tue 2 Oct	09:15 – 10:30	Harvest Festival Assembly at URC
Thu 4 Oct	14:00 – 16:30	Y3&4 Football (mixed) / Y5&6, Norfolk House TBC
	18:00 – 20:30	Open Evening
Fri 5 Oct	09:00 – 11:00	EYFS Open Morning
Tue 9 Oct	17:00 – 18:00	Y7 'How to support your child at home'
Wed 10 Oct	19:00 – 20:00	NSPA AGM
Fri 12 – Mon 15 Oct		PGL Netball Residential trip
Tue 16 Oct	16:00 – 18:30	KG-Y6 Parents' Evening (+ specialist staff)
Wed 17 Oct	16:00 – 18:30	KG-Y6 Parents' Evening
Fri 19 Oct	17:30 – 20:00	GCSE Presentation Evening
Sun 21 – Wed 24 Oct		KS3/4 French Trip to Opal Coast
Mon 22 Oct – Fri 2 Nov		HALF TERM
Fri 16 Nov	19:00 – 22:00	NSPA Rock n Roll Bingo
Fri 23 Nov	08:30 – 09:00	Rec-Y6 Parents' Drop In Session
Thu 6 Dec	12:00 – 16:00	Rec-Y6 Christmas Panto
Thu 6 – Thu 13 Dec		Book Fair
Fri 7 Dec	14:00 – 15:30	Infant Nativity Concert
Sun 9 Dec	11:00 – 13:00	NSPA Winter Walk & Mulled Wine family event
Tue 11 Dec	14:00 – 15:00	Christmas Carol Service
Wed 13 Dec	12:00	Last day of term

I am very much looking forward to this exciting new school year; I hope you are too.

The Leadership Team, your child's form tutor or I are very happy to discuss any questions or concerns that may arise. Please do feel free to email or contact the school office if you would like to meet with us and discuss any issues.

With my very best wishes

Yours sincerely



Mrs Claire Osborn
Headmistress



OAK-TREE SCHOOLS is the group name of:

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON
HEAD OFFICE ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE PRINCIPALS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

Normanhurst School is the trading name of Normanhurst School Ltd; registered in England at 6 Albion Hill, Loughton, Essex IG10 4RA; company number 9380841

