



Normanhurst School

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

Tel: 020 8529 4307

HEADMISTRESS

Mrs Jacqueline Job B.SC., NPQH

E-mail: info@normanhurstschool.co.uk

Website: www.normanhurstschool.co.uk

5 January 2022

Dear Parents

Re: January 2022 Headmistress's Letter

Happy New Year to all our families: may I wish you all a happy, healthy and safe 2022. I hope you have had a restful break, and found time to recharge. I would like to take the opportunity to thank all of the Normanhurst Community for your ongoing support. I also want to say thank you for the lovely Christmas cards and gifts I received at the end of term. I have been overwhelmed by your generosity, touching comments and gratitude.

Despite the challenges we face and the ever changing landscape, we still aim to have a purposeful and positive term, with Parents' evenings, the 11+ assessments in January, Year 9 Options and Open Day in March.

I apologise in advance for the length of this letter, but there is a lot of information to share. I hope this is not too overwhelming and you find it useful.

Covid-19

We are thankful that we are able to welcome the children back in to school this week. Please read Mr Hagger's detailed letter that was emailed yesterday to help us to keep our school community safe. We will continue to review the run of the school day, as well as the planned trips and events and communicate any changes to our families.

Thank you in advance for continuing to help your children to test routinely twice each week to keep them in school as much as we possibly can. We recommend Wednesday and Sunday afternoon/evenings. Please let us know immediately if there is a positive result.

Please bear with us if we have staff absence due to positive Covid test results. We will do everything possible to minimise any disruption to the children's education, but it may be necessary to put temporary measures into place whenever staff need to self-isolate.

11+ Entrance Exams

The 11+ entrance exams scheduled for Tuesday 18 January will take place in the United Reformed Church Hall. We have a large number of applicants for the 11+ exam in January and I am looking forward to meeting and interviewing all of the prospective pupils this term. All prospective 11+ candidates and current Year 6 parents will receive a letter with the details early next week. Current Year 6 pupils will sit the exam in the school Hall.

Girls Uniform

Having successfully piloted a trouser uniform for girls from Year 3 upwards for the last few years, we took the opportunity last term to review our provision for some of our younger children. This followed some useful discussions at the Year 1 and Year 2 Coffee Mornings. As a result, I am pleased to announce that the trouser uniform will be available for all girls from Reception upwards from the start of this Spring Term. The trouser uniform must be worn with a shirt and tie (with the option of a school jumper or cardigan).

Forest Casualwear are aware of the change and you will be able to order the school regulation trousers from the shop. Our updated uniform list is available to download [here](#).

Parents' Evenings

Parents Evenings will take place in the Hall with your child's subject teachers. I look forward to welcoming parents into school for Parents' Evenings this term, when you will be able to discuss your son or daughter's progress and achievements so far this year with their teachers. We use an online booking system for the appointment slots, parents will receive a notification email from the school office when these are available to book. These will start the next week:

- Year 10, Tuesday 11 January
- Year 11, Tuesday 18 January
- Year 8, Tuesday 25 January
- Year 7, Tuesday 1 February

Please ensure you arrive in time for your first appointment as there is no scope to change appointment times on the evening. In the seniors it is very important that your children attend with you and are part of the feedback in the meetings. The teachers will discuss your child's learning and progress. Teachers will want to celebrate what is going well, and will want to identify areas for your children to focus on as they move forward in their learning this year.

Amended dismissal times from January 2022

We will continue to have pupils arriving from 8.25am each morning as this continues to be a successful and positive start to the school day. We have made a slight adjustment to the dismissal times and will start from Thursday 6 January 2022.

- EYFS and Reception 3.15pm
- Year 1, 2 and 3 will be dismissed at 3.25pm
- Year 4, 5, 6 will be dismissed at 3.30pm
- There are no changes to the senior pupils' dismissal times
- Years 7, 8, 9 will be dismissed at 3.40pm and Years 10 and 11 at 3.45pm.

Reminder of Year 9 Option Choices

Thank you to all the parents and pupils who attended the Year 9 Options Evening last term. Your child's option sheet should be returned to the school office by Thursday 3 February. If you still have questions regarding the process, please do not hesitate to contact Mr Clair. Similarly, subject staff are available to answer any questions regarding the subjects and course content.

Career talks

Thank you to the parents who have come forward and volunteered their time to come into school and talk to the senior pupils about their occupations. We have a few more space available for February and March. If you think you may be able to help, please contact Mr Botha via email ebotha@normanhurstschool.co.uk.

You will be aware from my last newsletter, that Years 7-11 will participating a series of revision workshops on 19 January 2022. This year we have also organised a parent workshop on the same day to help parents to help their children to revise. It will offer tried and tested methods, strategies to motivate and general tips to overcome challenges. This will be available for parents from Years 7-11 and will take place via zoom at 6pm, please use the link below:

- Topic: Normanhurst School: How to help my child revise.
- Join Zoom Meeting: <https://zoom.us/j/91391176066?pwd=eCs5ZU9wVVhwYUJGall1d0xoTzR5Zz09>

GameCare Workshops for Year 7 – Year 11, 17 January 2022

On 17 January 2022, Years 7-11 will be participating in a series of workshops run by a charity called Gamecare who teach pupils about the dangers of gambling and betting on games and other online platforms. Further details are available using the link below [Youth Outreach Programme - GamCare](#). Gamecare, in conjunction with YGAM, are also running some free parents workshops and have produced a parent guide. Further details can be found by following the link below. [Parent Hub - Parents.Ygam](#)

Yearbook Photos

The work has now begun on the Year 6 and 11 yearbooks. Over the years I'm sure you have gathered some wonderful photos of school performances and events. We would like to ensure we have plenty of photos of each child, therefore please feel free to send any photos to Yearbook@Normanhurstschool.co.uk. The deadline for receiving photos is Friday 11 February 2022.

Coffee Mornings

Last term, Mr Hagger, Mrs Osborn and I very much enjoyed seeing parents attend the weekly Coffee Mornings and providing valuable feedback. These will continue in January starting with:

- Year 4 on Friday 7 January
- Year 5 on Friday 14 January
- Year 6 on Friday 21 January
- Year 7, 8 on Friday 28 January
- Year 9, 10 and 11 on Friday 4 February

If you are unable to attend, but would like to provide some feedback please do not hesitate to email me directly on jjob@normanhurstschool.co.uk

Extra-Curricular Clubs

The published programme of extra-curricular activities was sent to parents before the holiday, these activities and clubs will start as planned from 10 January. Breakfast, After School Club for Juniors and Homework Club for Seniors will start as of 6 January.

Staff News

I am delighted to share that Miss Fagan and Miss Gilbert will join the Normanhurst SEND Department. They come with valuable experience in supporting pupils inside the classroom and equally share our passion at Normanhurst to see all pupils make progress in a nurturing environment. Miss Fagan will join the Year 1 class and Miss Gilbert will support Year 5 and some senior classes. Both Learning Support Assistants look forward to getting to know the pupils and families.

NSPCC Junior Workshops

As part of our commitment towards safeguarding our pupils, we will be running a series of workshops supported by the NSPCC for Years 1-6. The Talk PANTS assembly is about keeping children safe from abuse. Like the Green Cross Code, it takes a potentially tricky subject and discusses it in an engaging and age-appropriate way. The parent guide to the workshop is available via the link below [pants-parents-guide-online.pdf \(nspcc.org.uk\)](https://www.nspcc.org.uk/parents/parentguides/pants-parents-guide-online.pdf). If you have any questions regarding the assembly please contact Miss Low Ten Que, Mrs Prior or myself.

Children's Commissioner's Parent Guide

At the end of last term, the Children's Commissioner, Dame Rachel de Souza, launched a guide for parents on sexual harassment and how they can support children to stay safe online. "The things I wish my parents had known" draws together advice from 16-21 year olds on how parents could manage tricky conversations around sexual harassment and access to inappropriate content, including pornography.

The report contains an overriding message from young people that these challenging conversations should start early, before a child is given a mobile phone or access to social media. The Children Commissioner hopes her guide will serve as a starting point to raise awareness and understanding of online harassment and complement our PSHE curriculum at school. I hope you find the information useful and helpful, the link to access the parent guide is below: [cco talking to your child about online sexual harassment a guide for parents dec 2021.pdf \(childrenscommissioner.gov.uk\)](https://www.childrenscommissioner.gov.uk/wp-content/uploads/2021/12/ccto_talking_to_your_child_about_online_sexual_harassment_a_guide_for_parents_dec_2021.pdf)

Speech Day and Prize Giving

An advance date for your diaries: The Annual Speech Day and Prize Giving will take place on Thursday 30 June at Chingford Assembly Hall at 6pm. Speech Day and Prize Giving is for pupils from Year 1 to Year 11. Please do add this special date to your diaries, as all pupils must attend and all parents are welcome to join us.

Class Assemblies

This term we hope to be able to invite junior parents into school to watch our class assemblies. Parents will be able to come into the school hall from 8.30am. The assembly will start at 8.40am and will be finished by 9.00am. I do hope you are able to attend and celebrate the hard work of the pupils and their class.

Friday 11 February 4S	Friday 25 February 4 R
Friday 4 March EYFS & Reception	Friday 11 March Year 6
Friday 18 March Year 5	Friday 25 March Year 2
Monday 28 March Year 3	Tuesday 29 March Year 1

The Oak-Tree Challenge Award

As you will be aware, the school runs the Oak-Tree challenge. I am pleased to say there are a number of pupils participating and making good progress towards achieving this award. If your child would like to participate, there is still time. Any pupils from Year 4 up to Year 9 have the chance to complete the awards, which require a commitment over time to four different aspects of personal development, participation and contribution.

Mrs Allen is the Oak-Tree Challenge Coordinator and she will happily answer any question you or your children have about the award. Please contact Miss Allen via email GAllen@normanhurstschool.co.uk.

The Senior Leadership team, Mr Clair, Miss Low Ten Que, Mrs Coates, Mrs Prior, Miss Stone and myself, will look at the award booklets and evidence at May half-term and the awards will be presented in the final assemblies. Any Gold Awards for Year 6 or Year 9 will be awarded at Speech Day. Year 9 pupils completing their Duke of Edinburgh Award should be attempting to complete the dual award.

Pupil Information

Please remember to update the school office, and the school portal, whenever there are any changes to your family circumstances or your children's details. Addresses and parent phone numbers must be up-to-date. We must have at least two emergency phone contact numbers for your child, and these must be in current use. We also need to be informed if your child is taking any regular medication and would ask you to provide us with information regarding any medical conditions they have.

New Parents Portal Access

New parents will receive an email this week with information about how to access the Engage 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 email support@oaktreeschools.co.uk or contact the office.

Support with any Technical Difficulties

From time to time there may be technical difficulties with Seesaw or Show my Homework. In these cases, we will always work with the company to resolve any issues.

Junior Pupils

If you need to contact the school for any technical support, or experience any difficulties, please contact your class teacher or Miss Low Ten Que, the Head of Juniors. Miss Low Ten Que is available to support pupils and parents from the Juniors with the Seesaw platform and Education City. Her email address is: NLowTenQue@normanhurstschool.co.uk

Senior Pupils

Mrs Coates, the Assistant Head of Seniors, will assist with any Show My Homework enquires for the senior pupils and parents. This includes if you lose your log-in details or cannot access the site. Her email address is: GraceCoates@normanhurstschool.co.uk.

Summer Ball 2022

We're hoping that the joint Oak-Tree Summer Ball will be able to take place this year in the Summer Term. Head Office has booked The Prince Regent Hotel in Chigwell on Saturday 18 June 2022 from 7pm until 1am, so do save the date! The Ball will have a 1920s Great Gatsby theme and will be open to parents and friends of the four schools. Mr Hagger will write in due course with further details.

Snow

This is usually the term when the weather turns extremely cold and brings us snow. Our Maintenance Team works hard to make the school paths, steps and entrances clear and safe for use in the event of snow. Please check the website for updates and announcements in the event of heavy snow. We also aim to text parents by 7.15am to provide up to date information about the condition of the roads surrounding the school and the organisation of the school day ahead.

Important Dates for the Diary

Fri 7 Jan	08:45 – 09:45	Y4 Coffee Morning
Tue 11 Jan	16:00 – 18:30	Y10 Parents Evening
Fri 14 Jan	08:45 – 09:45	Y5 Coffee Morning
Mon 17 Jan	During school day	Y7 – Y11 GameCare Workshop
Tue 18 Jan	09:00 – 13:00	11+ Entrance Exam
	10:50 – 13:00	GCSE PE students - F45 Trip
	16:00 – 18:30	Y11 Parents Evening
Wed 19 Jan	During school day	Y7 – Y11 Positively You Workshop
	18.00 – 19.00	Positively You Parents Presentation
Thur 20 Jan	12:00 – 18:30	GCSE Drama Blood Brothers Trip
Fri 21 Jan	08:45 – 09:45	Y6 Coffee Morning
	09:00 – 16:00	Y9 Trip to Imperial War Museum
Tue 25 Jan	16:00 – 18:30	Y8 Parents Evening
Wed 26 Jan	09:00 – 15:30	Y3 Trip – Kew Gardens
Thu 27 Jan	13:30 – 15:45	Y10 Forest School Careers Fair
Fri 28 Jan	08:45 – 09:45	Y7 & 8 Coffee Morning
Tue 1 Feb	08:30 – 09:00	EYFS/Junior Drop-In
	08:30 – 09:30	EYFS/Junior Drop-In Second Hand Uniform sale
	16:00 – 18:30	Y7 Parents Evening
Fri 4 Feb	08:45 – 09:45	Y9-11 Coffee Morning
	18:30 – 20:30	NSPA Disco
Tue 8 Feb	17:00 – 18:00	Song and Dance Twilight Concert
Thu 10 Feb	17:00 – 18:00	GCSE Performance Evening
Sat 12 – Tue 15 Feb		Paris Trip
Mon 14 – Fri 18 Feb		Half Term

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 by 9am.

Please do not send your child to school if they are unwell in any way. Children will be sent home if they display any signs of illness. Clearly no child should attend school if they display any symptoms of Covid-19, or if they should be self-isolating.

With my very best wishes

Yours sincerely



Jacqueline Job
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 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL & DIRECTOR: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE CO-DIRECTORS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

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