



Normanhurst School

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HEADMISTRESS

Mrs Jacqueline Job B.SC., M.Ed., CMgr FCMI, NPQH

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9 January 2023

Dear Parents

Re: **Headmistress's Letter**

Happy New Year to all our families and may I wish you all a happy, healthy, safe and prosperous 2023. I hope you have had a restful break, and found time to enjoy being with the people you love. I would like to take this 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.

Looking forward, we have organised 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.

Winter Fair

Last term Normanhurst had its first ever Winter Fair. It was an incredible event for the school community, full of happiness, festive spirit and laughter. It was wonderful to see so many families come together before the festive break. Our prefects and leaders were fantastic in running the stalls and our performers provided wonderful entertainment.

Once again the generous donations for our raffle, the support from the NSPA parent volunteers, the staff and the commitment from our pupils made this an event to be repeated annually. Thank you for making this event so special.

Parents' Evenings

Parents' Evenings will take place in the hall with your child's subject teachers. I look forward to welcoming you into school for these meetings, 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 and parents will receive a notification email from the school office when these are available to book.

The dates are as follows:

- **Year 10:** Tuesday 17 January
- **Year 11:** Tuesday 24 January
- **Year 8:** Tuesday 31 January
- **Year 7:** Tuesday 7 February

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

11+ Entrance Exams

The 11+ entrance exams scheduled for Tuesday 17 January will take place in the United Reformed Church Hall. We have a large number of applicants for the 11+ exam and I am looking forward to meeting and interviewing all of the prospective pupils this term. Current Year 6 pupils will should come to school as normal and they will be taken over to the church for the exam.

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 Friday 20 January 2023. 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 volunteered their time to come into school and talk to the senior pupils about their occupations. We have a few more spaces available for February and March. If you think you may be able to help, please contact Mr Botha via email ebotha@normanhurstschool.co.uk

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:** Friday 13 January
- **Year 5:** Friday 20 January
- **Year 6:** Friday 27 January
- **Year 7:** Friday 3 February
- **Years 8-11:** Friday 10 February

If you are unable to attend, but would like to provide some feedback please 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 Thursday 12 January. Breakfast, After School Club for Juniors and Homework Club for Seniors will start from Tuesday 10 January.

Breakfast Club

Providing wrap around care is an important provision for our families at Normanhurst. It is available for Junior and Senior pupils from 7.30am - 8.30am at a cost of £6 per session. Pupils have a range of options for breakfast and are supervised by our own staff. If further details are required, please contact clubs@normanhurstschool.co.uk for more details.

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' resource, which includes an 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: <https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/pants-underwear-rule/>. If you have any questions regarding the assembly, please contact Miss Stone, Mrs Saint or myself.

Speech Day and Prize Giving

An advance date for your diaries: The Annual Speech Day and Prize Giving will take place on Thursday 6 July at the Parish Church of St Peter and St Paul. Speech Day and Prize Giving is for pupils across the entire school. Please do add this special date to your diaries, as all pupils must attend and all parents are welcome to join us.

Advance Notice for Special Events

I have had a number of requests for dates in advance for annual school events. Please make a note of these dates below, further details will be shared closer to the time.

- **Sports Day:** Wednesday 28 June
- **Year 11 Prom:** Monday 3 July
- **Speech Day and Prize Giving:** Thursday 6 July
- **Whole School Summer Barbeque:** Saturday 1 July – Celebrating 100 Years
- **Year 6 Graduation:** Monday 10 July

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. Assemblies 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.

- **Year 2:** Wednesday 25 January
- **Year 4:** Wednesday 1 February
- **Year 6:** Wednesday 8 February
- **Year 5O:** Friday 24 February
- **Year 3:** Friday 3 March
- **Year 5S:** Friday 10 March
- **Year 1:** Friday 17 March

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.

Mr Matthews is the Oak-Tree Challenge Coordinator and he will happily answer any question you or your children have about the award. Please contact Mr Matthews via email MMatthews@normanhurstschool.co.uk.

The Senior Leadership Team and I 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 who are 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, Miss Stone, Head of Juniors or Mr Masters, Assistant Head of Juniors. Miss Stone and Mr Masters are available to support pupils and parents from the juniors with Seesaw, Education City and ATOM Learning. Their email address are: vstone@normanhurstschool.co.uk or smasters@normanhurstschool.co.uk

Senior Pupils

Mr Clair, 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. Please contact Mr Clair via email: Pclair@normanhurstschool.co.uk.

Mrs Mouslmani, Head of Maths will support senior pupils with their log-in and she will soon be introducing Years 7-10 to the Maths platform called Sparks. Her email address is: HMouslmani@normanhurstschool.co.uk

Snow

As we know from the end of the Autumn term, the weather can be extremely cold and temperamental. 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 7am 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

Tue 10 Jan		First day of Spring Term
Fri 13 Jan	08:45 – 09:45	Year 4 Coffee Morning
Tue 17 Jan	09:15 – 12:45	11+ Entrance Exams
	16:00 – 18:30	Year 10 Parents Evening
Thu 19 Jan	15:00 – 16:00	NSPA Pre-loved Uniform Sale
	17:30 – 18:30	Ski Trip Parent Meeting
Fri 20 Jan	08:45 – 09:45	Year 5 Coffee Morning
	09:00 – 15:45	Year 8 History trip Museum of London
Tue 24 Jan	16:00 – 18:30	Year 11 Parents Evening
Wed 25 Jan	08:40 – 09:00	Year 2 Class Assembly
Fri 27 Jan	08:45 – 09:45	Year 6 Coffee Morning
Tue 31 Jan	16:00 – 18:30	Year 8 Parents Evening
Wed 1 Feb	08:40 – 09:00	Year 4 Class Assembly
	12:30 – 15:00	Kindergarten & Reception trip to the Millfield Theatre
Fri 3 Feb	08:45 – 09:45	Year 7 Coffee Morning
	17:00 – 18:30	Juniors Disco (Hall)
Tue 7 Feb	08:45 0 09:45	Kindergarten-Year 6 Drop In Morning
	16:00 – 18:30	Year 7 Parents Evening

Wed 8 Feb	08:40 – 09:00	Year 5 Class Assembly
Thu 9 Feb	09:30 – 15:30	Year 11 FSC Science trip, High Beech
Fri 10 Feb	08:45 – 09:45	Year 8-11 Coffee Morning
Mon 13 – Fri 17 Feb		Half Term

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



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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