

COLLIS PRIMARY SCHOOL NEWSLETTER

15th January 2010

COLLIS SCHOOL ASSOCIATION

'Your CSA Needs You!'

The term of the current committee is drawing to a close. They have done a fantastic job over the last year and managed some really spectacular events under the leadership of Sue Croft.

It is now time for a change - Sue is stepping down as chair and Fiona as treasurer. There are also other changes.

We need new, enthusiastic, energetic people to step forward and continue the good work. This is a real opportunity to get further involved in the school and make a difference. Persuade your friends to join you and come along to the **AGM on Monday 25th January at 8.00pm in the New Hall**. To find out more, speak to current CSA members or come and see me.

CSA COFFEE MORNING / LOST PROPERTY SALE

This takes place in the playground next Thursday, 21st January, in the morning after drop-off, in the Reception shelter. There will be secondhand uniform for sale and also lost property for reclaiming. Come and find that missing glove! - Sue Croft

MEDICINES IN SCHOOL

The New Year seems like a good time to remind parents of our policy on medicines in school. If children are well enough to attend school, we are able to administer medicines provided by parents / carers. If it is necessary to do this during school hours, a consent form and medication request (copy attached) **must** be completed. Copies of the form are available in the medical room in the Year 1 base or can be downloaded from the school website. The following procedure should be followed:

1. Parents / carers must deliver medication to the teaching assistant attached to their child's year group.
2. Medication must be in a sealed container clearly named. Out of date medicines cannot be administered.
3. Medicines must pass from adult to adult - children should not handle medicines.
4. Medicines requiring refrigeration will be stored in a fridge in the medical room.
5. Mrs Megan Cooper or Miss Sharron Fellowes will administer refrigerated medicines required over the lunchtime period. Other medicines will be administered by the teaching assistant attached to your child's year group. It would be helpful if you could remind your child to go for their medicine at the appropriate time.
6. If necessary, medicines will be returned to parents / carers at the end of the day, via your child's class teacher at dismissal time.
7. Our procedures in relation to epipens and inhalers remain unchanged in that we will continue to hold an additional one in school, either in the medical room or the classroom, as appropriate.
8. When children attend after school clubs, parents / carers are responsible for making arrangements for administration of medicines with club providers.

Thank you for your cooperation, which will enable the administration of medicines to run smoothly.

SECURITY

We have had a good response to my letter earlier this week - if you have not yet sent the reply slip back, please do so by Monday next week.

Just to clarify: Please try to ensure your child arrives at school with all the items they need for the day. In an emergency, items can be left at the main office from where they will be passed on to your child. If you wish to look for lost property, then come into school at the end of the school day after you have collected your child.

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SNOW CLEARING

Once again it has been a challenging week! Thanks go to the team for clearing large areas of the site on Wednesday to give clear and safe access. A special thank you to Vibes Anderson and Collette Owens who spent much of yesterday clearing large areas of the playground. Your work and help is much appreciated.

TEXT MESSAGING

We are about to trial a text messaging system. It will be used to inform you about school closures, cancelled sports clubs, other 'emergencies' and reminders. For most families, mum's mobile is set up as the contact number. If you want to change this, please email jking@collis.richmond.sch.uk (one mobile number per family). I will send a text early next week to test the system.

COLLIS SCHOOL COUNCIL - CAKE SALE

The Collis School Council are holding a Cake Sale next Friday, 22nd January, to raise money for the earthquake victims in Haiti. The sale will be held during morning playtime. Please send your cakes and monies on Friday morning, to the year group bases. Thank you - *Collis School Council*

LA JOLIE RONDE LANGUAGES FOR CHILDREN

A few spaces are available in the Lunchtime French Classes and we welcome all new pupils! There is Fun French with games, songs, quizzes, role plays. These are 30 minute classes in small groups with individual attention. Children have their own work book and a CD to practise at home. For further information phone Joy Jermy on 020 8892 4123 or email joy.jermy@blueyonder.co.uk The happy way to learn languages!

COMPUTERKIDS / WHIZZKIDZ

Computerkids, previously known as Whizzkidz, will be running a half term touch-typing course on 16th and 17th February. We also have 3 spaces for Yrs 3 and 4 on Tuesday lunchtimes computer classes. Yr 2 classes will be starting after the Easter holidays. Please call Robert or Karen on 020 8893 4250 if you would like to register your interest for any of the above courses.

TERM DIARY:

January	19 th	Governors' Termly Meeting
	20 th	9.10am January Birthday Assembly
	21 st	CSA Coffee Morning / Lost Property
	25 th	8.00pm CSA Annual General Meeting
	29 th	Class 2H Assembly
February	2 nd /	
	3 rd	Tennis Roadshow - all day
	5 th	Class 5H Assembly
	9 th	Parent Consultations
	10 th	Parent Consultations
	10 th	9.10am February Birthday Assembly
		Half Term 15th to 19th February
March	22 nd	Thinking Day - Rainbows, Brownies, Guides
	26 th	Richmond Singing Festival
	1 st	CSA Committee Meeting
	4 th	Parent Forum
	5 th	Class 4T Assembly
	9 th	Governors' Termly Meeting
	12 th	CSA Children's Disco
	17 th	9.10am March Birthday Assembly
	17 th	Swimming Gala Finals
	19 th	Class 3C Assembly
April	24 th	Singing Festival - Rose Theatre, Kingston (Infant Choir + Yrs 3/4 & Yrs 5/6 choirs)
	1 st	TERM ENDS at 2.30pm



Collis Primary School

Consent Form and Child Medication Request

Child's Name:			Child's Class	
Parent's surname if different:			Home phone number	
Home Address:				
Emergency contact names and telephone numbers:	1.	2.	3.	
Doctor's Name:				
Doctor's address and phone number				
Nature of condition or illness				
I agree to members of staff administering medicines that have been supplied or providing treatment or care to my child as directed below	Print Name		Parent/legal guardian with parental responsibility	
I agree to update information about my child's medical needs, held by the school, on a regular basis.	Sign:			
I will ensure that the medicine held by the school has not exceeded its expiry date.	Date:			
Procedures to be taken in an emergency:				
Name of medicine	Dose & instrument for administering dose, Eg. Volumatic, EpiPen/AnaPen	Frequency/ Times	Completion date of course of medicines if known	Expiry date of medicine
Special instructions/timing and dosages of medicines already taken at home/allergies				