

Weekly Newsletter 8th September 2017

Dear Parents, Carers, and Families,

We are excited to welcome you back to Swiss Cottage School. The start of the academic year is focused on transitioning your child back to the classroom environment and school routines. Class teams have worked with therapists and specialists to ensure the new classroom learning environments are ready. We want to make sure the transition process is informing the current planning and timetables. Please use the two-week 'Transition Home-School Communication Book' to share information to help us shape this together.

We will send home the following information over the next few weeks:

- 1) 8th September: You are receiving your child's current class team
- 2) 15th September: You will receiving the Autumn Term Personal Learning Intentions Map (PLIM) and Medium Term Plans
- 3) 18th September: You will receive the new 2017-2018 Home-School Communication Book
- 4) 22nd September: You will receive the finalised Autumn Term timetable
- 5) Week of 25th September: The class teacher will invite you to school to meet the class and other parents.

Over the next two weeks, the class teacher will contact you to invite you into school to meet the class and other parents. We are looking forward to a year of strong partnership with you. Our door is always open to you.

Best wishes,



Vijita Patel
Principal



Becky Shaw
Vice Principal



Monika Gaweda
Head of School
Important Information



Lucy Hall
Leader of Inclusion & Safeguarding

Pupil Absence	Call the school on 0207 681 8080 State your child's name, class, and reason for absence.
Contact Details	Please ensure the school has your current: -phone numbers -emergency contact numbers -email address -house address -Doctor/GP surgery name, address, phone number
Medical Information	Please ensure the school has updated information on medicine and allergies.

How does Swiss Cottage School communicate with you? How can you communicate with us?

In Person	Book a time to see any member of the team through reception.
Home-School Communication Book	Daily communication between the teacher and family. A useful way to share information and daily updates.
Newsletter	Weekly newsletter summarising the week at school. Sent through email and posted on school website.
Text to parents	Text to inform you of any events or unexpected school closures.
Website	General information on the school with class page for home learning updates from 29 th September 2017.
Phone	We will call you if there is an emergency or a need for information. Class teams are involved in teaching throughout the day. Any phone calls for class teams will stay with reception, and teachers will be able to call back after 4pm. If there is an emergency, the message will get to the class team immediately.

How can you meet other parents and get involved at the school?

Family Inclusion Team workshops	The Family Inclusion Team holds weekly activities which bring parents and carers together. The weekly activities will be shared through the weekly newsletter and website after the 2 week transition process.
Parent Council	Each class has a Parent Representative. The Parent Representatives meet throughout the year as a Parent Council. We will organise the new Parent Council after the 2 week transition process.

Autumn Term 2017

Monday 4th September 2017- Professional Learning Day (staff training)

Tuesday 5th September 2017- First day for pupils

Half Term: Monday 23rd October 2017 to Friday 27th October 2017 (school closed)

Monday 30th October 2017 - Professional Learning Day (staff training)

Monday 18th December 2017 - Last day for pupils

Winter Holiday: Tuesday 19th December 2017 to Tuesday 2nd January 2018 (school closed)