



# Joy Lane Primary School

*A Love of Learning, for Life, for All*

Thursday 21<sup>st</sup> September 2017

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Dear Parents and Carers

The children are now all settled into their new class environments and have quickly mastered their way around the school site. I would like to thank you all for your patience and understanding whilst we ensure all pedestrian routes and collection points are safe for the children and appreciate your feedback. Please note that in inclement weather, ear 2 children will be released from the glass link corridor.

### ***Meet the Team!***

Senior Leadership Team:

Ms D Hines – Executive Headteacher

Mr M Ashley-Jones – Head of School

Mrs S Harkins – Assistant Headteacher

Mrs A Godden – Assistant Headteacher

Miss L Millum – Assistant Headteacher

Mrs N Richford – PA to the Leadership Team

Mr J M Henderson-Varlin – School Business Manager

The team will be available to greet you each morning and bid adieu each afternoon. We continue to offer the parent/carer drop-in from 9am to 10am every Friday morning where we have members of the SLT available should you wish to speak with us privately. Please come to the School Office and inform the Administration team that you have arrived for a 'drop-in'. Obviously this is in addition to your daily contact with your child's Class Teacher, Inclusion Team and our Family Liaison Officers, Mrs Elton and Mrs Allen. You can also contact the School Administration team to make an individual appointment with any member of teaching staff.

Team Leaders:

Mrs Finch – Early Years Manager (Nursery and Year R)

Mrs Dowling – Oysters Specialist Resource Based Provision

Mrs Clemo – Leader of Lower School (Years 1, 2 and 3)

Mr Rogers – Leader of Upper School (Years 4, 5 and 6)

Inclusion Team:

Mrs Godden – Inclusion Manager & SENCo

Mrs King – SENCo

Mrs Crocombe – SENCo

Mrs Barrett – Inclusion Assistant

Mrs Marshall – Inclusion Assistant

Mrs Allen & Mrs Elton – Family Liaison Officers

Mrs Ames & Mrs Elbourn – Speech & Language Assistants

The whole School is ably supported by our wonderful Administration Team - Mrs Cruttenden, Miss Dean, Mrs Platt and Miss Rumbles; the team are always happy to help in any way they can.



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## **Board of Governors**

At our Governing Body meeting last Thursday, Mr Phillip Baldwin was elected as the new Chair of Governors. All Staff and children would like to thank Mr Skinner, our previous Chair of Governors, for all that he did for our School; he gave his time and support freely to ensure that our children received the best education possible and attended many School events for which we are grateful. He has left a great legacy on which we can continue to build.

In addition, I have been asked to convene an election for an additional parent governor as one of our parent governors has completed their term of office and their child has left Joy Lane. I will email the relevant paperwork and information regarding the process on Friday 22<sup>nd</sup> September 2017.

## **Parent/Carer Information Envelope**

As you are aware at the beginning of every academic year we like to share with you information regarding several aspects of your child's education. In your brown envelope you will find paperwork such as dates for your calendar, year group learning theme booklets and a number of consent forms and information sheets. We have sent these on paper as some need to be completed and returned. Thank you very much for your kind attention in this matter.

## **Communication**

It is our intention to send you a weekly newsletter with relevant information for each year group; we are hoping this will reduce the number of separate emails you receive but still ensure that you receive all the information you need. In addition, you will continue to receive class updates through the Class Dojo system – it is imperative that you sign up to further engage with your child's learning. If you need any help of advice to join any of our online systems, please do not hesitate to call.

## **Macmillan Coffee Morning**

Joy Lane is hosting a Macmillan Coffee Morning on Friday 29<sup>th</sup> September 2017 in the Upper School Hall between 9am and 10.30am. We will be dedicating the event to the memory of Mrs Sam Ross, a parent who sadly lost her battle with cancer. Mrs King will be leading the event and sharing further information with you tomorrow.

## **Vehicle Access to the School Site**

Until all external works are complete, we are unable to operate our vehicle drop-off system or trial any of our parking on-site plans. In the meantime may I request that you park sensibly on roads surrounding the School site. I have had several complaints from residents in Vulcan Close and Joy Lane with cars blocking driveways and obstructing pedestrian footpaths. I have advised them to contact The Highways Department and give the number plate of the offending car. May I remind you that there are no parking facilities in Vulcan Close.

## **Friends of Joy Lane (FJL)**

FJL are holding their Annual General Meeting on Tuesday 26<sup>th</sup> September 2017 at 6.30pm in the Upper School Hall. You are all members and would be warmly welcomed by Mrs Jo Downs and Mrs Helen Polley, who jointly hold the position of Chair.

## **School Business Manager**

Mr Henderson-Varlin has been appointed as our School Business Manager following the retirement of Mrs Wilson; he will be dealing with all financial matters as well as overseeing the School Premises. You will have the opportunity to meet him at my next Headteacher Coffee Morning.

Yours sincerely



Ms DJ Hines  
Executive Headteacher