

## Friday Bulletin

**Friday 15<sup>th</sup> November 2019**

**November Value: Responsibility**

Thank you to all of the children who have supported CIN today! The schools have been buzzing with activity. We will share with you the amount raised once we have totalled up the money across both schools.

A big thank you to everyone who came to our Scholastic Book fairs last week. We receive commission from them based on their sales, this means that PLS will receive £182.52 and PMS £388.96, to spend on books for our school libraries – amazing!!

**Parking and Site Safety:** Please can we remind **ALL** parents that Mill Lane carpark is open from 8:15am every morning. We would encourage as many of you as possible to use this facility. Please support the school in trying to keep our children safe whilst they arrive and depart school. We are in contact with the local PC regarding parking and safety issues outside of school.

Thank you to the parents who do support school with this issue.

Please can we remind parents that children **MUST NOT** ride bikes or scooters inside the school playground, ride sensibly on school property, and be accompanied by an adult to avoid pedestrians being knocked and injured. Children **MUST** dismount outside of the playground gates.

**School Clubs** – If your child will not be attending their school club as usual, please could you inform the school office so that registers can be amended and the relevant staff be informed. It can cause issues if your child just goes home, as the office staff will be trying to locate them. Thank you

### Lower School

- **Liz Price Author Visit (Friday 15<sup>th</sup> November)** – We would like to give a huge thank you to Liz Price for coming in today with her new book 'The Meadow Farm Talent Show'. The children and adults loved it and we wish Liz all the success for the book launch this weekend at The Coach House, Potton from 2:15pm – 4pm.

### Middle School

- **Communication** - As always, your child's **form tutor** is your first point of contact. In school, we do have other adults who you may also need to contact:

**Mr Brooks, Head of Pastoral Care** - Mr Brooks is responsible for the welfare of our pupils.

**Mrs Rider, Head of Year 5** - Mrs Rider is responsible for all curriculum based queries in Year 5, including progress.

**Miss Carrington, Head of Year 6** - Miss Carrington is responsible for all curriculum based queries in Year 6, including progress and SATs.

**Mr Griffiths, Head of KS3** - Mr Griffiths is responsible for all curriculum based queries in Year 7 and Year 8.

### Notices

- **IMPORTANT; The Potton Federation are NUT-FREE schools.**  
**We do not allow nuts or nut products in school lunch boxes. We have children in school who have severe nut allergies.**
- **Potton Christmas Lights Switch On - Friday 29<sup>th</sup> November** - The Potton Federation Choir will be performing at the Christmas Lights Switch on again this year. Please come along and support this lovely community event!
- **Christmas Light Decoration Competition** – Potton Town Council are running a competition to design a Christmas light decoration. The winning picture will be used to produce a new decoration for Christmas 2020! There are two age categories, under 10 years old and 10-18 years old. Entry forms are available from both school offices – good luck!
- **School Meals Notice** - Should your child require a school meal you are able to book up until 9:30am each day and, if required, you are able to pre-book in advance for the rest of the week/term. Please contact the office if you have missed the deadline to book a meal and have not provided your child with a packed lunch. Please note - If your child has an allergy/food intolerance the kitchen will not be aware of this unless the meal is pre-booked.
- **Reason for Absence** - We kindly ask when notifying us of your child’s absence that you provide a reason. It is our legal duty to know why your child is not in school. If your child's absence is not due to illness or medical reasons it is essential that a 'Notification of Pupil Leave' form is completed and returned in advance of the absence. Please be aware – We do not authorise term time absence unless it is due to exceptional circumstances. We also ask that medical appointments are made out of school hours unless it is an emergency.
- **Medication in School**  
If your child requires medication or an inhaler during the school day please hand these in at the office and fill out a medication form which are located in the foyer. Please advise the school offices if there are any changes to your child’s medical needs.
- **Medical Appointments** - If your child is missing registration for a medical appointment we will require medical evidence and a form to be completed via ParentMail for our attendance records. We do encourage appointments to be made out of school hours unless it is an emergency
- **Hair Bands** – Please can you ensure that hair longer than shoulder length is tied back using uniform coloured hair bands only. If your child wears a hairband or hair clip that does not conform to the uniform policy they will be asked to remove it. Thank you for your cooperation with this.
- **SUFs and AUA Forms Yr 1-Yr 4** – Please complete and return asap. It is essential your details and medical information are kept up-to-date on our records.
- **Christmas Dinner (Friday, 20th December 2019)** - If your child(ren) would like a Christmas Dinner on the last day of term please book on SchoolGrid as usual. Please note - The deadline for pre-ordering is Friday, 13<sup>th</sup> December.
- **Snow White Pantomime (R-Y6)** – on Monday 2<sup>nd</sup> December M&M Productions will be performing Snow White for the children. We are asking for £2.50 donation per child to help cover the cost of the show. Thank you

### Letters

**Potton Lower**

- Attendance – Medical and Illness

**Potton Middle**

- Attendance – Medical and Illness

<ul style="list-style-type: none"> <li>• Christmas Light Switch On – Choir Only</li> <li>• Christmas Cards proof and order form</li> </ul>	<ul style="list-style-type: none"> <li>• Christmas Light Switch On – Choir Only</li> </ul>
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**OPEN DAYS**

Thank you to all of the children and families who attended the Open Evening or Morning at Potton Middle School this week, it was lovely to have you here.

We hope that being here confirmed that Potton Middle School is the right school for your child’s next step in education, and that our facilities, resources and expert teaching staff will nurture your child over the next four years.

If you have any feedback or would like to ask any further questions please email the school office at: [pmsoffice@pottonfederation.co.uk](mailto:pmsoffice@pottonfederation.co.uk)




We look forward to welcoming your child to Potton Middle School next September.

**POTTON LOWER SCHOOL**

Potton Lower School would like to invite children and their parents to our open morning on Friday 22nd November 2019 from 9am – 11am.

Our Executive Headteacher Mrs Cathy Smart will give talks at 9am & 10am. Tours of the school by staff and Governors will be on offer giving you the opportunity to see us in action. We will be providing refreshments for adults and children throughout the morning.

**Useful Links**

	<p>We have lots of useful information on our schools website:  <a href="http://www.pottonfederation.co.uk">www.pottonfederation.co.uk</a>                  School Term Dates:  <a href="http://www.pottonfederation.co.uk/termdates">www.pottonfederation.co.uk/termdates</a>                  School Calendar:  <a href="http://www.pottonfederation.co.uk/events/list/">www.pottonfederation.co.uk/events/list/</a>                  Friday Bulletin:  <a href="https://pottonlower.co.uk/friday-bulletin/">https://pottonlower.co.uk/friday-bulletin/</a>  <a href="https://pottonmiddle.co.uk/friday-bulletin/">https://pottonmiddle.co.uk/friday-bulletin/</a></p>
	<p>School Uniform: Our school uniform supplier is Mapac:  <a href="https://www.mapac.com/education/parents/uniform/thepottonfederation.sg192pb">https://www.mapac.com/education/parents/uniform/thepottonfederation.sg192pb</a></p>
	<p><b>Headlice / Nits</b> – It is headlice season and the NHS Direct have recommended <a href="http://www.nits.net">www.nits.net</a> for information on preventing and dealing with a headlice infestation. Information packs, booklets and non-toxic re-usable headlice/nits removal kits are also available to purchase.</p>