

Friday, 4th June 2010

Administration Week (7th – 11th June)

Next week will be the staff's administration week, where teachers and assistants will focus on preparing all the end of term documentation ready for children before either moving up into the next year group, or leaving the school. The main focus will be on report writing.

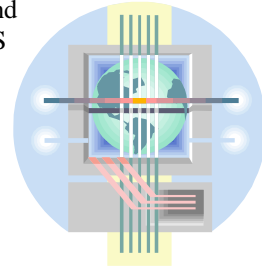
Please note that this was previously announced in the after school activity booklet. Teachers will use the time after children leave to update all admin tasks in preparation for the end of the school year.



Information Management System (IMS)

The school is in the process of implementing a new Information Management System (IMS) which will allow us to manage the children and parents information more effectively and efficiently. After extensive research, we have chosen Furlong – School Base as the IMS that best meets our needs.

This will definitely improve our management of the information we have and we look forward to updating parents on the progress we are making and how the school will eventually be able to communicate better with the parents using the new system.



Staffing / Classes

Now that we have made all our teaching appointments for the next academic year (2010/2011) we will shortly be allocating the current classes to their new teachers for August 2010. This will be announced to parents on **Friday, 2nd July**. A great deal of thought goes into placing classes with teachers and the decisions we make will be final.

Parents will also receive their child's end of year report on **Friday, 2nd July**. There are no parent/teacher interviews in the final term, but if you may need to follow up on any comments in the final report with the teacher, you can do so in the last week of term.

Ms. Adams (Year 1 teacher) will be leaving us at the end of this term and we wish her the very best when she re-locates back to Europe.

Enrolment

Please be aware that many of our year groups are **FULL** for the start of the new academic year, especially our Early Years and Key Stage 1 classes.

When we start the new academic year on the 25th August, it will be the first time for the school to have a structure of three classes per year group from Nursery to Year 6 – a total of 24 classes with a predicted enrolment of 540 children.

Final Assemblies

Our final assemblies will be held on Wednesday, 7th July at 9.30am for Key Stage 2 classes and 11.30am for Early Years and Key Stage 1 classes.

Key Stage 1 Sports Day

Today, our Year 1 and 2 children had a wonderful and energetic sports day at the Penang Sports Club. They all managed to win Gold Medals, so congratulations to all of them. A big thank you to the staff, especially the PE teachers for their excellent organisation as well as our PTC for supporting the event with refreshments.

