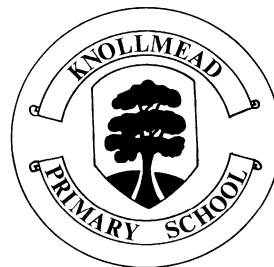


Knollmead Primary School

Knollmead, Tolworth, Surbiton,
Surrey. KT5 9QP
Headteacher: Mr D Tan



Telephone: 020 8337 3778
Email: enquiries@knollmeadprimary.co.uk
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5th September 2018

Dear parents,

Firstly, I would like to welcome you and the children back after the summer break - I hope you are well rested and the children are eager to learn. The staff have planned some exciting topics and trips to continue to build on the successes of last year, and this continues to be our priority.

I would also like to warmly welcome all of our new staff into their posts, and Miss Dean into her new post as Assistant Headteacher (Early Years and Key Stage 1) and Mrs Beaumont into her new post as lead of the ASD provisions. Mrs Kearns will continue with her role overseeing attendance and punctuality and will write to you shortly with information regarding procedures regarding absences.

Schools play an important role in supporting the health and wellbeing of children, and we value your ongoing support in helping us encourage pupils at Knollmead to make healthy choices. As such, we would like to remind you that we kindly request that to celebrate birthdays, pupils should not bring in sweets or chocolates, but will instead have an opportunity for a 'show and tell' with their classmates. The children are of course welcome to continue to donate a book to the class to mark this occasion too. In addition, every child in Reception, Year 1 and Year 2 receives a **free** school meal – please do sign up for this – information on how to do this will be sent shortly. If you are concerned that your child may not like the options available, please feel free to supplement this with a packed lunch so you can rest assured that your child will not go hungry!

A good link between school and home is vital in enhancing children's education, so we will continue to use the home-school diary this year. This should be used by children to write down what homework they have been given and when it is due in, and children should also write down the page numbers of the books they have read at home as part of their homework. These should then be signed by you each week. Please also use the diaries for any non urgent communication between yourself and the class teacher. Diaries will be checked weekly, but children can of course pass on your messages on any day. The children are expected to bring in their diary everyday. If you need to speak to your child's teacher, please arrange a meeting using the diary or when you see them after school on the playground. Please also note that if your arrangement for collecting children is different to what you have already informed us about, you will need to let us know of the change via the contact book or the office, otherwise our staff will not let the children go.

As ever, we value your feedback, and as such, will continue to run the parent forum this year, to provide another line of communication; our collaborative efforts can only benefit the children further. The first parent forum meeting of the year will be on Thursday 20th September. Please look out for further information regarding this.

Many thanks,

Mr Tan

Headteacher

Knollmead Primary School is part of The Coombe Academy Trust, a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at Coombe Boys' School, Blakes Lane, New Malden, Surrey KT3 6NU

