

# WEEK AHEAD

Monday 18<sup>th</sup> – Friday 22<sup>nd</sup> November 2019



If you would like to book appointments for Junior/Senior Parent Meetings on Friday 22<sup>nd</sup> November, please contact the school office.



Dear Parent/Carer,

We need to begin with two points, both important.

First, as the weather becomes ever-more challenging, please make sure that your child has an appropriate winter coat to bring to school. Bear in mind that our children do spend a considerable amount of time outside. Also, please make sure that your child has a suitable pair of wellington boots (or other). The boots can be left at school if you so desire.

Second, we are encountering difficulties with student telephones. As our school policy makes clear, all students must hand in their phones each morning upon arrival; they are collected as the student leaves school at the end of the day. Unfortunately, some students are hiding their phones or, in a few cases, apparently have a second phone in their backpacks. Please understand that the school policy reflects our duty to protect all students and is, indeed, based on data protection. We would appreciate parents having a word with their child to reinforce this point.

Best wishes,  
Mrs Kim Salthouse  
Head of School

Dr Duncan Rollo  
Principal

**Wednesday 20<sup>th</sup> November 2019**  
*School Photographs*

**Friday 22<sup>nd</sup> November 2019**  
*Parents Meetings*

**Friday 13<sup>th</sup> December 2019**  
*Carol Service – 2.15pm*

**Friday 13<sup>th</sup> December 2019**  
*Term Ends - School Finishes - 3.00 pm*



We are asking everyone in CAEA to make up a shoebox for this worthwhile cause. They are really fun to do.

**Please, could all the OCC Boxes be in school no later than Monday 18th November.**

# NOTICES

## ***Students Who Travel by Taxi***

Please could parents ensure that their child's taxi is informed if a child is to be absent from school and does not need to be collected by the taxi. It has come to light on a number of occasions that taxis have arrived at the school at the end of the day to collect students to return home. We have had to explain that the child has been collected for medical appointments/or sent home unwell.

Thank you.

## ***School Diaries***

Please could all parents check with their children that they have their school diaries. These should have homework assignments written in. Teachers are also checking these diaries to ensure that all parents and students are aware of the demands being made on the children. The diaries are especially helpful in facilitating communication between class tutors and parents.

## ***Sunday Boarding Arrangements***

Please can Parents let Mr Thompson know in advance, either by email at [athompson@centreacademy.net](mailto:athompson@centreacademy.net), or by phone or text message on 07555 416172. This is so that we have numbers for food on Sunday evening and numbers for pick up from Stowmarket train station. Boarders should either arrive at Centre Academy no earlier than 7pm if coming directly or be picked up from Stowmarket train station.

Thank you for your cooperation in this matter.

## ***Boarding House Telephone Numbers:***

Mr Thompson can be contacted on the following mobile number during the week, Monday from 8.00 am to Friday 3.00pm. Please can any arrangements for Sunday evening boarding be made in advance prior to 3.00pm on the Friday. The Care Staff do not stay on site at the weekend and will be out of contact during this period.

Thank you for your cooperation in this matter.

Mr Thompson - 07555 416 172

## ***Gentle Reminders:***

- ✚ If your child requires any medication, please ensure that this is handed into the office or Mrs Beadman. Medication will need to be in its original packet along with the relevant paperwork. The item must be clearly labelled with the student's name and the instructions of administration.
- ✚ Students must not be sent to school if they have a fever/sickness or are feeling ill. Students should be fever/sickness free for 48 hours before returning to school to protect other students from contact with potentially contagious illnesses. Parents will be contacted by the medical staff on duty if a child shows symptoms of illness while in school.
- ✚ Could all students bring stationery in to school for their lessons, e.g. pens/pencils and crayons.
- ✚ Please check and sign homework diaries every week; the diaries are a very important tool to communicate with teachers and parents.
- ✚ All female students are to wear either trousers or skirts with thick tights when participating in drama lessons or drama activities after school.
- ✚ During the summer please ensure your child has sun cream, a sun hat and appropriate glasses with them; all items should be marked with the child's name.

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