



Trafalgar Newsletter

5th September 2025



Welcome Back!

A warm welcome to our Trafalgar Community Infant School new and returning parents/carers and children. We look forward to an exciting Autumn term 2025 with your children.

This first Newsletter covers key health and safety issues and some school procedures information.



A reminder that we can also be found on Facebook. We hope that this will be another means of communicating with you and the wider public, as well as celebrating our successes and the brilliant work of the children here. Please follow us by liking our [Facebook](#) page. We are also going to be resuming new starter tours this term, for parents/carers who are looking at schools for their Reception child from September 2026. Please spread the word amongst friends and family.

Miss Hickie
Headteacher and Designated Safeguarding Lead

Specific Allergies

If your child has a severe allergy or condition that requires urgent action, please ensure you have brought this to the attention of either Miss Hickie, Mrs Cotton or your child's class teacher. It may be necessary for us to produce a 'Care Plan' so that we are all clear about how best to support the need.

Medication in School



If your child does have an inhaler, an epipen or any life-saving medication in school, it is your responsibility to ensure that it is kept in date, and is in school each term. Please ask at the School Office for access to the medication to check this if necessary.

Assembly Theme

The assembly theme for this week has been:

'Welcome Back'

and for next week will be:

'Our Core Values at Playtimes'

Health & Safety in the Playground



Please remember that you and your children must dismount bikes or scooters when coming into the school grounds. All bikes and scooters must be parked carefully in the bike shelter near the pedestrian gate. This is to prevent unnecessary incidents as many parents have toddlers, babies and buggies.

Please also note that no children are to be left unattended in the playground before school without a responsible adult and we would ask that you do not arrive too early on the playground for the start of your child's school day. School gates will open at 8.40am.



For those of you who have a dog, please do not tie them to the school gates or railings, near to where people or cars will pass by. May we respectfully remind you that dogs, including those being carried in arms, are not to be brought onto the school site. Whilst we can see this is a dilemma, we all know that some dogs are not always predictable and the procedure at Trafalgar is that it is better to be safe than sorry.



May I also remind you that, in accordance with the signs up around our premises, smoking is not allowed anywhere on the school site at any time. This includes e-cigarettes and vapourisers.

Special Events:

Autumn Term 2025

September

3rd INSET day. School closed to the children.
4th First day of Autumn term for the children

October

10th Individual school photos being taken in school - JP Photographic
21st 'Trafalgar Day' celebrations in school
24th Influenza Vaccination Day - Whole School
27th-31st Half term break

November

3rd INSET Day. School closed to the children.
14th Children in Need 2025
19th 4-7pm Parent Consultations
25th 3.30-5pm Parent Consultations
26th 3.30-5pm Parent Consultations

December

9th Year 1 Performance to Parents/Carers
10th Year 1 Performance to Parents/Carers
12th FTS Christmas Market & Christmas Jumper Day
16th FTS Pantomime treat
19th Last Day of Term
22nd-2nd Jan Christmas break

Spring Term 2026

January 2026

5th Spring Term begins

The School Office



The School Office is efficiently managed by Ms Dendy, Bursar, Mrs Valentine-Bauldry, School Admin Assistant and Mrs Tilley, School Secretary between **8.45am-3.45pm from Monday to Friday**. They are available to help you with any queries you may have. Please contact them via telephone 01403 254925 or email to office@trafalgarinfant.com.

School Uniform



The children have returned to school looking very smart. They are a credit to the Trafalgar community, thank you. We believe that wearing school uniform gives a positive image of the school as well as a sense of belonging for the children. As we approach the colder months, the sections below act as a reminder of what the children of Trafalgar wear for the autumn and winter. We appreciate your co-operation in supporting us with this.

Uniform

Grey trousers, skirt, shorts or pinafore dress

White shirt with collar or white polo shirt

Dark green sweatshirt, jumper or cardigan

Grey or black socks

In winter, dark green, navy, grey or black tights are optional

In summer a green and white checked dress is optional

A waterproof coat

A sun cap

A green book bag

Footwear

Black, brown or navy shoes in a suitable style (e.g. no open toed sandals)

PE kit

Green shorts; White t shirt; Dark green, navy, grey or black tracksuit bottoms

Trainers or plimsolls with Velcro or elastic unless the child can tie laces independently

A named, drawstring P.E. bag which can be kept in school

Hair and Jewellery

Longer hair should be kept tied back, away from the face

Jewellery should not be worn.

If worn, earrings should be studs only and should be taken out for P.E. days. If earrings cannot be removed, they must be taped over with medical tape by parents on P.E. days.

If you wish to purchase branded items with the school logo on, they can be ordered from the School Office. **Please ensure all items are named.**

Labelling of SCHOOL UNIFORMS

Please, please remember to label your child's school clothes - in particular PE kits, coats, jumpers and cardigans.

With our Reception children still mastering the school routine, it would be incredibly helpful if every item was clearly named so that items are easily identifiable. Your assistance would be greatly appreciated.

Please come and look in the lost property 'bin' if your child has mislaid anything. Unnamed items that have not been claimed are regularly recycled.

Healthy Snacks



As you may be aware there is increasing concern nationally about rising rates of obesity and related health problems in children. At Trafalgar we encourage children to bring a healthy fruit or vegetable snack to eat at morning break time (although we do recognise that we need a balanced diet).

Please also be aware that products containing nuts could be a risk to other children in school with a nut allergy, so **you must** avoid giving your child anything containing nuts to eat in their snack or lunchbox. Many thanks for your co-operation.

Please remember



A polite reminder that due to food allergies, we do not allow children to hand out special occasion treats from the classroom after school.

Communication



This is simply to remind new and existing parents that we believe effective communication is one of the keys to a successful school. In order to resolve any issues, worries or queries you may have about your child's learning or behaviour, your first port of call is your child's class teacher. Should there be a need to set up an informal meeting with your class teacher, this will be at a mutually agreeable time and can be arranged by calling in after school or phoning the School Office. If the query is complex and needs more time, one of our senior teachers might be involved after the first meeting if necessary. If the problem still is not resolved, the Deputy Headteacher or the Headteacher will become involved.

Appointments can be made by telephoning the School Office between the hours of **8.45am and 3.45pm**.

Reception: Mrs Cotton - EYFS Team Leader / Deputy Headteacher
Mole, Miss Risby & Mrs Cotton - Class Teachers
Rabbit, Miss Carne - Class Teacher

Year One: Mouse, Ms Bowles & Mrs Lung - Class Teachers
Otter, Miss Chatfield - Class Teacher

Year Two: Badger, Mrs Wallace - Class Teacher
Deer, Mrs Clipston & Miss Power - Class Teachers
Fox, Mrs Lucas - Class Teacher

PPA cover: Mrs Knapp may also teach your child at certain times in the school year as she covers classes while the main class teacher has Planning, Preparation and Assessment time (PPA)

Inclusion: Miss Power, Inclusion Leader

Recruitment : Midday Meals Supervisor

A Midday Meals Supervisor position at our school is being advertised at the moment. We are looking for someone to work each day from 11:45-1:15 working alongside other staff to support children in the lunch hall. The closing date for applications is Friday 19th September. More details about the job can be found here:

<https://www.westsussex.gov.uk/jobs/featured-jobs/careers-in-schools/current-jobs/>

Open the link and click on support roles. Do email or phone the school if you have any questions about the job.

Term Dates 2025/2026

Autumn Term:

3rd Sept - 19th Dec 2025

- Half Term 27th Oct - 31st Oct
- Christmas break 22nd Dec 2025 - 2nd Jan 2026

Spring Term:

5th Jan - 27th March 2026

- Half Term 16th - 20th Feb
- Easter break 30th March - 10th April

Summer Term:

13th April - 22nd July 2026

- Half Term 25th - 29th May

INSET Days 2025/2026

- Wednesday, 3rd Sept 2025
- Monday, 3rd Nov 2025
- Monday, 23rd Feb 2026
- Tuesday, 21st July 2026
- Wednesday, 22nd July 2026

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Climbing Equipment in the School Playground



We realise how tempting they are, but please may we remind you **not** to let your child, or siblings, climb on the colourful metal trim trail near Otter Class, or the wooden ship playground area before and after school. The school cannot take responsibility for any accidents that occur before or after the school day and the first aider team are not on duty at these times.

Attendance



You might be aware that last year the government brought in new guidelines around attendance which all schools need to follow. We updated our attendance policy to align with any changes at that point. One of the expectations for schools, is that parents are clear about the attendance expectations. Moving forward, we will be sharing our attendance expectations with all new starters in our school by using an attendance agreement document. The aim of this document is to highlight the importance of good attendance and to clearly explain the guidelines we all need to follow. We will send this document to existing parents in Year 1 and 2 via ParentMail, for information only. New starters from this term, will need to read and sign the agreement. If you also want to remind yourself of our attendance policy, you can find this on our website under policies. We are proud that at our school, our attendance is generally above national average and we know parents here understand how important attendance is. If ever you feel your child is struggling to attend or there are other difficulties that you are facing, please do always get in touch as we can offer a range of support.

Fire Drill



Each term the children experience a fire drill to ensure they all know how to vacate the school building quickly and safely should an emergency occur. For the first drill of a new school year, the teachers and children know that it is a drill and not a real fire. Therefore, don't be surprised if your child tells you about the fire bells and having to leave the classroom quickly and in silence. During the following terms, most children are not always forewarned and learn to demonstrate their understanding of what to do in an emergency.



Did you know....?

“Evidence suggests that children who *read for enjoyment every day* not only perform better in reading tests than those who don't, but also develop a broader vocabulary, increased general knowledge and a better understanding of other cultures.”

(<https://www.pearson.com/uk/learners/primary-parents/learn-at-home/help-your-child-to-enjoy-reading/why-is-reading-so-important.html>)

Challenge(s) of the week...

- Set aside some time this week to read the **reading section of our school website:** <https://trafalgar.eschools.co.uk/web/english/176619>
- Make a resolution to **spend at least 10 minutes every day** reading a story (or chapter of a story) to your child/children.