

# Newsletter



Newsletter 1

September 4<sup>th</sup> 2026

**Assembly themes: Next week – Rules and obedience Following week – Responsibility**



Dear Parents and Carers,

Welcome back to a brand-new school year! We hope you and your family had a wonderful, relaxing summer break and are feeling refreshed and ready for the exciting year ahead. A special, warm welcome goes out to our new families joining our school family for the first time - we are delighted to have you with us. We have enjoyed a fantastic start to the term, and it has been lovely to catch up with the children and to get to know our new starters.

Apologies for the length of the newsletter – you may wish to put the kettle on before you start reading! I have tried to include the information you need now and will include further details about events as they get closer. We have lots planned for the year; I have included the list of activities planned to date, in a table below. I look forward to making some wonderful memories with you and your children over the coming term.



## Staff

Our staff team are always happy to help and support in any way we can. Whilst the Office Staff and Class Teachers can answer most queries, there are a number of other staff who can help in different situations. All communication is treated confidentially.

I can be contacted directly by phone or email - [head@codicote.herts.sch.uk](mailto:head@codicote.herts.sch.uk)

Jen Martin – Office Manager – manages general queries, liaises with staff and parents regarding arranging meetings, directing emails to the relevant staff and is also the link for attendance.

Her email address is: [admin@codicote.herts.sch.uk](mailto:admin@codicote.herts.sch.uk)

Key staff are shown below – all can be contacted via the admin email address.

| Role                                              | Member of Staff     |
|---------------------------------------------------|---------------------|
| Office Manager                                    | Mrs Jen Martin      |
| Office Admin                                      | Mrs Sheila Bundy    |
| Site Manager                                      | Mr Patrick Loughman |
| School Cook                                       | Mrs Elaine Martin   |
| Head & Designated Lead for Child Protection (DSL) | Mrs Liz Pollard     |
| Deputy Head & Deputy DSL                          | Mr Kevin Browne     |
| Assistant Head                                    | Miss Kate Grainger  |
| Special Needs Coordinator                         | Mrs Emma Gloyne     |
| Breakfast Club and 326 After School Club Leader   | Miss Emma McKenzie  |
| PTFA Chair                                        | Mr Charlie Unwin    |



### Thank you to our Year 6 Leavers

A huge thank you to last year's Year 6 families. At the end of term, they presented us with a fantastic basketball post which I know the children will have endless fun using. We hope that our children have made a great start at their new schools and are settling in well.



### PTFA

This year's AGM for the Parent & Friends Association (PTFA) is on Tuesday 15<sup>th</sup> September at 7pm in the school staffroom. The PTFA make a huge difference to the school. As well as raising money for resources which enhance the children's learning - they are currently fundraising for an activity trail on the field – they also subsidise the cost of various activities and provide social events for children and families.

We would love to have more members of the PTFA and helpers for events – we really do need you! It is a great way to become involved in the school and makes a difference for your child as well as others.



### Class Assemblies

| Date     | Class    | Date     | Class    |
|----------|----------|----------|----------|
| 17.9.26  | Year 6   | 5.11.26  | Year 1   |
| 24.9.26  | Year 4M  | 12.11.26 | Year 5MW |
| 8.10.26  | Year 5GW | 19.11.26 | Year 3   |
| 15.10.26 | Year 2   | 26.11.26 | Year 4D  |
|          |          | 3.12.26  | Year 6   |

Class assemblies start at 9.05 a.m. and children share their learning with the rest of the school. Families are most welcome and can come into the hall after they have dropped their children off, via the office entrance. It is always lovely to hear about what the children have been doing! In the unlikely event of us needing to cancel an assembly, we will let you know via the usual communication channels.



### Dates & details!

Please find the dates arranged for this term, alongside the term dates, at the end of this newsletter. We aim to give you these as far in advance as possible to help with planning.



### Sex and Relationships Education Policy

In line with government expectations, we have re-written our policy, including the most recent and statutory guidance. This is attached to this newsletter. We aim to preserve a balanced partnership with you as parents and carers, and have tried to reflect this in the policy. Please do not hesitate to contact us if there are any comments you have in relation to it; we will give this serious consideration and are always open to further discussion.



## Clubs

Thanks to the commitment and generosity of our staff with their time, almost all extra-curricular activities are free to children, with the exception of Tennis which is run by a local coach. Clubs can be booked online via Arbor. Where numbers are limited, priority will be given next term to children who didn't get a space. The year groups eligible for each club is noted next to it.

Children are expected to attend the clubs they have selected each week. If your child is unable to attend one of our teacher-led after school clubs for any reason other than absence from school, please contact the school office so that the relevant teacher is aware.

| Day              | Before School                                   | Lunchtime                                                                                                              | After School                                                                         |
|------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Monday</b>    | <b>Cross Country</b><br>Y5 & 6<br>Start: 7.9.26 | <b>*Maypole &amp; Country Dancing</b><br>Y4, 5 & 6<br><b>*Storytime Crafters</b> Y1 & Y2<br>(new group each half term) | <b>* Football</b> Y5 & Y6<br><b>* Netball</b> Y5 & Y6                                |
| <b>Tuesday</b>   |                                                 | <b>*Choir</b> KS2 (starting at 12.05)<br><b>Tennis</b> Y1                                                              |                                                                                      |
| <b>Wednesday</b> |                                                 | <b>*Ukulele Beginners</b> Y4<br>Advanced players – next term.                                                          | <b>* Girls Football</b> Y 5 & 6<br><b>* Football</b> Y4<br><b>**Nature Ninjas</b> Y3 |
| <b>Thursday</b>  |                                                 | <b>*Mindfulness</b> Y 5 & 6<br><b>*Chess</b> KS2<br><b>Tennis</b> Y2 & 3                                               |                                                                                      |
| <b>Friday</b>    |                                                 |                                                                                                                        |                                                                                      |

\*Start: Week beginning: 14.9.26

\*\*Start: 4.11.26

**Tennis** is run by the Welwyn Tennis Coach Mark Howard, and there is a small charge. Please contact the school office for more information



## Harvest Festival Service

Our Harvest Service will be held on Thursday 1<sup>st</sup> October. We will meet at school as usual, and walk up to church with the children, as we did last year. Reception and Nursery will remain at school, and have a mini Harvest celebration together.

We support home based and overseas charities on alternate years. This time, we will be supporting the Codicote Food Bank. Donations will be collected at school and transported to St. Giles to avoid children needed to carry them. The items most needed currently include:

- **Tinned goods:** Soup, tomatoes, pasta sauce, meat (corned beef, hotdogs, mince), fish, and vegetables like sweetcorn, peas, and carrots.
- **Drinks:** Coffee, tea, fruit juice, squash, and UHT milk.
- **Snacks & Treats:** Biscuits, crisps, and sweet treats.



### School Uniform, Shoes & Jewellery

It is always lovely to see the children in their smart school uniforms. Please can you ensure everything is labelled, as some of the children are struggling to keep track of their clothes? The uniform colour for **skirts** and **pinafors** is **navy**. We are always keen to re-cycle pre-loved uniform, at no cost, as part of our commitment to the environment – just speak to a member of the Office Staff.

Children's school shoes should be sensible and black. Trainers are needed for PE and breaktimes – particularly if the children are playing active games. Foundation Stage and KS1 children also need wellies to be kept in school.

We noticed that a number of children had their ears pierced at the start of the summer holidays and are already confident and capable in taking their earring in and out. We really appreciate you thinking ahead! For their own safety, children are not able to wear earrings for PE, so these need to be removed at home on PE days or removed by the children themselves before their lessons. No other jewellery can be worn at school.



### Secondary School Visits

The online application system for Secondary School places for September 2027 has now opened. Secondary Schools will be holding their open evenings over the next few weeks. Parents of Year 6 children will need to make their applications for Secondary places by 31<sup>st</sup> October 2026. Information has been sent home regarding the process involved. The open evenings for some local schools are as follows:

| School                                 | Date                                                                                                                                                 | Time                   |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Bishop's Hatfield Girls' School</b> | Thursday 17 <sup>th</sup> September                                                                                                                  | 5.00 – 8.00 pm         |
| <b>Hitchin Boys School</b>             | Wednesday 16 <sup>th</sup> September                                                                                                                 | 6.00 – 8.30 pm.        |
| <b>Hitchin Girls School</b>            | Tuesday 22 <sup>nd</sup> , Thursday 24 <sup>th</sup> September<br>and Wednesday 30 <sup>th</sup> September<br>Tours need to be booked via the school | 9.00 – 11.30a.m.       |
| <b>Katherine Warington School</b>      | Saturday 13 <sup>th</sup> September                                                                                                                  | 9.00 a.m. – 12.30 p.m. |
| <b>Monks Walk School</b>               | Thursday 1 <sup>st</sup> October                                                                                                                     | 5.00 – 8.00 p.m.       |
| <b>Richard Hale School</b>             | Monday 28 <sup>th</sup> September                                                                                                                    | 6.00 – 8:00 p.m.       |
| <b>The Priory</b>                      | Thursday 1 <sup>st</sup> October                                                                                                                     | 5.30 – 9.00 p.m.       |

Children living in Codicote are in the priority area for the following schools: Monks Walk, The Priory School, Bishop Hatfield Girls School, Hitchin Girls School and Hitchin Boys School. Admission rules are individual for each school.

Details about all schools in Herts is available at <https://www.hertfordshire.gov.uk/admissions> As ever, if you would like any support with making your application, please do not hesitate to contact us.



### **Smart Watches and Glasses**

To support learning, wellbeing and safeguarding, smart watches and smart glasses are not permitted in school, for use by children. Smart glasses may **not** be used by parents, carers or visitors as these devices can present privacy and online safety concerns. We appreciate your support in helping us to maintain a safe and secure environment for all.

Recording devices are only able to be used on school premises where specific permission is given for a particular event – for example, school plays.



### **Snacks & Nuts**

Children in Nursery, Reception, Year 1 and Year 2 have a morning snack provided for them. Children in KS2 may bring in a healthy snack: e.g. fruit, vegetable, oatcakes, savoury rice cakes or breadsticks. Due to allergies, nuts and sesame seeds are not allowed in school in snacks or packed lunches. All children are expected to drink water. If you have any queries regarding food or lunches, please do not hesitate to contact us. Thank you for your support.



### **Allergies, Asthma, Medical Conditions and Epi-pens**

To make sure that all staff are aware of allergies and medical conditions, and can respond appropriately, we have information sheets displayed in the school. If this is relevant to your child, please could you complete the form at the bottom of the newsletter, and return it to school? Alternatively, the information can be emailed to the school office.

Please can you also ensure that any medication needed in school – for example, epi pens and inhalers are in date? Thank you.

Please remember that I am always happy to discuss any issues with you. Thank you for reading this newsletter.

Yours sincerely,

Liz Pollard  
HEADTEACHER

### Dates & Events Autumn Term 2026

| Dates Fixed        | Event                                    | Time                  | People involved           |
|--------------------|------------------------------------------|-----------------------|---------------------------|
| 15.9.26            | PTFA AGM                                 | 7.00 p.m.             | Parents, carers and staff |
| 23.9.26            | Years 5 & 6 Cross Country                | 12.30 - 2.30 p.m.     | Children and staff        |
| 23.9.26            | Governors Meeting                        | 7.00 p.m.             | Governors                 |
| 29.9.26 or 30.9.26 | Golf Festival                            | a.m. or p.m.          | Children and staff        |
| 30.9.26            | Flu Vaccinations                         | AM                    | Children and staff        |
| 01.10.26           | Harvest Festival                         | 9.30 a.m.             | Children and staff        |
| 02.10.10           | School Photos - Individual and Sibling   | All day               | Children and staff        |
| 06.10.26           | Dance Workshops Years 1-6                | All Day               | Children and staff        |
| 13.10.26           | Diocesan Harvest Festival Year 6         | p.m.                  | Children and staff        |
| 16.10.26           | RE Day                                   | All day               | Children and staff        |
| 20.10.26           | Parent Consultations                     | 5 - 7 p.m.            | Parents, carers and staff |
| 21.10.26           | Parent Consultations                     | 8.30-9.30 a.m.        | Parents, carers and staff |
| 21.10.26           | Y3 Boccia Festival<br>Y4 Boccia Festival | a.m.<br>p.m.          | Children and staff        |
| 21.10.26           | Parent Consultations                     | 3.30 - 5.30 p.m.      | Parents, carers and staff |
| 23.10.26           | INSET Day School closed for children     | All Day               | Staff                     |
| 26.10.26           | <b>Half Term</b>                         |                       |                           |
| 06.11.26           | Year 6/7 transition conference           | TBC                   | Children and staff        |
| 16.11.26           | Year 5 Dodgeball                         | 11.30 - 1.30          | Children and staff        |
| 18.11.26           | Year 6 visit to the Houses of Parliament | All Day               | Children and staff        |
| 26.11.26           | PTFA shopping evening                    | 7.00 - 9.00 p.m.      | Everyone                  |
| 27.11.26           | Occasional Day - School Closed           | All Day               | Everyone                  |
| 09.12.26           | Play Dress rehearsals                    | TBC                   | Children and staff        |
| 10.12.26           | Reception Play                           | 10.30 a.m.            | Parents, carers and staff |
| 10.12.26           | KS2 10-pin bowling                       | 10 a.m - 12 p.m       | Children and staff        |
| 10.12.26           | Year 1 Play                              | 2.30 p.m.             | Parents, carers and staff |
| 10.12.26           | KS2 Plays                                | 6.00 p.m. & 7.00 p.m. | Parents, carers and staff |
| 11.12.26           | Nursery Play                             | 11.00 a.m.            | Parents, carers and staff |
| 11.12.26           | KS2 Plays                                | 6.00 p.m. & 7.00 p.m. | Parents, carers and staff |
| 15.12.26           | Panto!                                   | a.m. TBC              | Children and staff        |
| 16.12.26           | Christmas Dinner <b>TBC</b>              | 12.00                 | Children and staff        |
| 16.12.26           | Years 2 & 6 Carol Service with school    | 10.00 a.m.            | Children and staff        |
| 16.12.26           | Years 2 & 6 Carol Service with families  | 6.00 p.m.             | Parents, carers and staff |
| 17.12.26           | PTFA Disco for Children                  | 5.30 - 7.00 p.m.      | Children and PTFA         |
| 17.12.26           | Christmas Parties                        | p.m.                  | Children and staff        |
| 18.12.26           | Term Ends                                | 1.15 p.m.             | Everyone                  |

## Term Dates

| 2026- 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2027-2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b><u>AUTUMN TERM 2026</u></b><br>Tuesday 1 <sup>st</sup> Sept 2026 – Friday 18 <sup>th</sup> December 2026<br>(Half term: Monday 26 <sup>th</sup> Oct – Friday 30 <sup>th</sup> Oct)<br><br><b>Inset Days: Tuesday 1<sup>st</sup> September</b><br><b>Friday 23<sup>rd</sup> October</b><br><br><b>Occasional Day: Friday 27<sup>th</sup> November</b><br><br><b><u>SPRING TERM 2027</u></b><br>Monday 4 <sup>th</sup> Jan 2027 – Thursday 25 <sup>th</sup> March 2027<br>(Half term: Monday 15 <sup>th</sup> Feb – Friday 19 <sup>th</sup> Feb)<br><br><b>Inset Days: Monday 4<sup>th</sup> January</b><br><br><b><u>SUMMER TERM 2027</u></b><br>Monday 12 <sup>th</sup> April – Thursday 22 <sup>nd</sup> July 2027<br>(Half term: Monday 31 <sup>st</sup> May – Friday 4 <sup>th</sup> June)<br><br><b>May Bank Holiday: Monday 3<sup>rd</sup> May</b><br><b>Inset Days: Friday 11<sup>th</sup> June</b><br><b>Thursday 22<sup>nd</sup> July</b><br><br><i>The above dates equate to 190 school days</i> | <b><u>AUTUMN TERM 2027</u></b><br>Wednesday 1 <sup>st</sup> Sept 2027 – Friday 17 <sup>th</sup> December 2027<br>(Half term: Monday 25 <sup>th</sup> October – Friday 29 <sup>th</sup> October)<br><br><b>Inset Days: Wednesday 1<sup>st</sup> September</b><br><b>Friday 22<sup>nd</sup> October</b><br><br><b>Occasional Day: Friday 26<sup>th</sup> November</b><br><br><b><u>SPRING TERM 2028</u></b><br>Tuesday 4 <sup>th</sup> January 2028 – Friday 31 <sup>st</sup> March 2028<br>(Half term: Monday 14 <sup>th</sup> February – Friday 18 <sup>th</sup> February)<br><br><b>Inset Days: Tuesday 4<sup>th</sup> January</b><br><br><b><u>SUMMER TERM 2028</u></b><br>Tuesday 18 <sup>th</sup> April – Monday 24 <sup>th</sup> July 2028<br>(Half term: Monday 30 <sup>th</sup> May – Friday 2 <sup>nd</sup> June)<br><br><b>May Bank Holiday: Monday 1<sup>st</sup> May</b><br><b>Inset Days: Friday 9<sup>th</sup> June</b><br><b>Monday 24<sup>th</sup> July</b><br><br><i>The above dates equate to 190 school days</i> |

## Allergies, Asthma, Medical Conditions and Epi-pens

**Child's Name:**

**My child has:**

|                          |                |                |
|--------------------------|----------------|----------------|
| <b>An epi-pen</b>        | <b>Asthma</b>  | <b>Inhaler</b> |
| <b>Medical condition</b> | <b>Allergy</b> | <b>Other</b>   |

**(Please tick and provide details as appropriate)**

**I give permission for their photograph and allergy details to be included in a poster displayed in relevant locations around the school – e.g. classrooms and dining room**

**Signed:**

**Date:**



## St. Giles News

### Cafe Church - Sunday 6<sup>th</sup> September 10am in PMH

There is always a warm welcome, delicious pastries and good coffee at St Giles Cafe Church in PMH on the first Sunday of the month from 10am. The September theme is **Be Brave!** All are very welcome.

