

**Trafalgar Infant School**

Gothic Road, Twickenham, TW2 5EH

Tel: 020 8894 5729

[infantinfo@trafalgarfederation.org.uk](mailto:infantinfo@trafalgarfederation.org.uk)

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**Trafalgar Junior School**

Elmsleigh Road, Twickenham, TW2 5EG

Tel: 020 8894 1606

[juniorinfo@trafalgarfederation.org.uk](mailto:juniorinfo@trafalgarfederation.org.uk)

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**23 Sept 2022**  
**Autumn 1 Week 3**

## Message from Mrs Keefe, Headteacher

Thank you to those of you who attended the 'Meet the Teacher' sessions and KS1 phonics workshops this week. Please remember to keep the **6<sup>th</sup> October** free for our **Open Evening**. You are all welcome to come along and meet our teachers, governors and the hear about the PTA events this year. We will show you our rich and exciting curriculum with examples of work from children from Reception to Year 6. You will see the progression of knowledge and skills across the schools and how we are dedicated to ensuring quality, performance and wellbeing for our children.

## Federation Updates/News

### Governing Body news

#### Parent Governor vacancy

There is currently one vacancy for a Parent Governor on the Governing Body and as the parent/carer of a pupil currently on roll at either school you have the right to propose a candidate for election or to stand as a candidate yourself. If you would like to take part in the nominations process please read the important information at the end of this newsletter or on either school website [Trafalgar Governance](#). The deadline for nominations is 10am on Monday 10<sup>th</sup> October.

#### Lunchtime Cover Supervisor (SMSA)

We have a vacancy for a Lunchtime Cover Supervisor (SMSA). This is a term time position for 7.25 hours per week, Monday to Friday from 11.45 am until 1.10 pm every day. If you are interested in applying for this position please contact Mrs Staynes in the office at Gothic Road. Closing date for applications is Friday 30 September at 12.00 noon. Interviews will be held on Thursday 6 October.

## Infant Updates/News

### Reception 2023

Do you have a child who was born between **1 September 2018 and 31 August 2019**? If so, you can apply for a place now for your child to start at an Infant School starting in September 2023. Go to [www.richmond.sch.uk](http://www.richmond.sch.uk) and click on School Admissions.

If you do not live within the borough you need to apply for a place through your own council and you can include Richmond schools in your application.

The closing date is 15 January 2023.

If you have any difficulty completing your application, please contact the [School Admissions Team](#).

## **Y2**

If you have a child currently in Y2, you can apply for a place now for your child to start a Junior school starting in September 2023. Go to [www.richmond.sch.uk](http://www.richmond.sch.uk). Although we are a Federation, you do still need to apply for a place.

If you do not live within the borough you need to apply for a place through your own council and you can include Richmond schools in your application.

The closing date is 15 January 2023.

If you have any difficulty completing your application, please contact the [School Admissions Team](#).

## **Golden Certificates**

Every Friday the Infants hold Golden assemblies where teachers select a child from their class for following the Golden Rules and receive a Golden Certificate. Please go to j2e to see the photograph of the children who have received a Golden Certificate this week.

## **Junior Updates / News**

### **Urgent Call for Reading Volunteers!**

Having parents come in and read with our children, especially those who need the extra practice, is a really valuable part of our reading offer. We really do need more volunteers, so if you can spare an hour a week (or more or less!) please get in touch by sending an email to [juniorinfo@trafalgarfederation.org.uk](mailto:juniorinfo@trafalgarfederation.org.uk) with the subject, "FAO Mr Allen – Reading Volunteers". Please include the following information...

- Your name
- Your child's name & year group
- Your preferred day and time. (Slots are typically 8:45-9:45 or 2:15-3:15, with adults reading 1:1 in four consecutive 15-minute slots with children in a different year group to their own.)



Training and support provided for new volunteers. Those who have done it before can be allocated a year group straight away.

## **Voluntary Contribution to Homework Textbooks**

As most parents will be aware, we use CGP textbooks to set homework tasks in English and Maths. We believe this helps parents understand what is being taught in school and how their children are coping with curriculum expectations. The books that have been bought for your children include the Grammar, Punctuation and Spelling book and - new this year - two Maths textbooks. Specific pages will be set for completion on a weekly basis to consolidate and extend what has been taught in class.



We are asking parents to support us through a voluntary payment contribution of £10 per child to cover the costs of the books. Any help is greatly appreciated.

## Golden Achievement Certificates

Every Friday we hold Golden Achievement assemblies where teachers select a child from their class for special recognition. These awards link to the school's Golden Rules and the teachers speak about the chosen children in front of their phase groups (Year 3 & 4 / Year 5 & 6). Our congratulations go to this week's deserving recipients pictured below.



## PTA NEWS

In the spirit of reducing waste, saving a few pennies and of course fundraising for our fantastic schools, the PTA has decided to add a couple of **new 'events'** to this year's calendar!

**Coat sale** - Please **donate coats before the end of September**. Donations can be placed in the orange uniform buddies. From October 3rd -7th we will have pop up sales where you can pick up nearly new coats for a donation to the PTA. The money raised will go towards the schools energy bills. **Let's keep kids warm this winter!**

**Fancy Dress Costume sale** - ahead of this year's Halloween, we will hold another pop up sale of nearly new fancy dress costumes. Please donate your old costumes in the uniform buddies! If it's a success we will do it again ahead of World Book day.

While you're in the donating spirit, we plan to bring back the **Christmas Jumper sale** this year, so again, please bring your pre-loved jumpers and put your donations into the orange uniform buddies.

These special collections will be for a limited time only and we will still be using the buddies to collect school uniform.

And of course, there's our next **Bag2School collection on the 16th of October** (donations this day only). More information will be sent out soon, but this will be a great opportunity to donate any other nearly new items and support the school.

## Diary Dates

## FORTHCOMING FEDERATION EVENTS

Please note these dates may be subject to change.



| DATE                     | YEAR GROUP | EVENT   |
|--------------------------|------------|---|
| Thu 6 Oct                | All        | <b>Open evening</b> (5.30 - 7pm) All welcome  |
| Tues 18 & Thu 20 Oct     | All        | Parent consultation meetings – details to follow  |
| Mon 24 – Fri 28 Oct      | All        | Half-term   |
| Mon 31 Oct               | All        | INSET day – Bank Holiday <b>school closed</b>   |
| Fri 11 Nov               | All        | Remembrance Day – minute’s silence at 11am  |
| Fri 18 Nov               | All        | Children in Need – wear spots & donate £1   |
| Fri 16 Dec               | All        | Last day of autumn term   |
| Wed 4 Jan                | All        | First day of spring term  |
| <b>INFANT ONLY DATES</b> |            |   |
| w/c 10 October           | Y2         | Class assemblies – days to be confirmed   |
| w/c 7 Nov                | Y1         | Class assemblies – days to be confirmed   |
| Thu 10 Nov               | Y2         | Scooter training  |
| Thu 17 Nov               | Y2         | Scooter training  |
| <b>JUNIOR ONLY DATES</b> |            |   |
| Wed 28 Sept              | Y4         | Roman Day – Rainbow Theatre performing and interactive workshop on “A child in Roman Britain” |
| Thu 29 Sept              | Y4,5,6     | Author visit – Anna James, <i>Pages &amp; Co.</i>   |
| Fri 30 Sept              | Y6         | Junior Citizen trip   |
| Wed 19 Oct               | Y3,4,5,6   | Harvest assemblies - Y3&Y5 9:05am followed by Y4&Y6 10am                                      |
| <b>PTA DATES</b>         |            |   |
| Mon 3 – Fri 7 Oct        | All        | Coat sale   |
| Tue 4 Oct                | All        | PTA AGM 8pm   |
| Sun 16 Oct               | All        | Bag2school collection   |
| Mon 24- Fri 28 Oct       | All        | Half-term Halloween Trail   |
| Sun 6 Nov                | All        | Fireworks Evening   |
| Sat 3 Dec                | All        | Christmas tree sale   |

## COMMUNITY ANNOUNCEMENTS

# Twickenham School

Aspire; Achieve; Enjoy



**OPEN EVENING: 4TH OCTOBER 2022 (6PM - 8.30PM)**



## OPEN MORNINGS:

7th/10th/11th October 2022  
(9am - 10.45am)

## SUPER SATURDAY:

8th October 2022  
(9am - 11am)





## **THE VOICE KIDS 2023 APPLY NOW!**

The Voice Kids is back and we're looking for super talented **SOLO SINGERS & DUOS** who have what it takes to take over The Voice Kids stage!

If you know any 7-14 year olds who want their voices to be heard, we want to hear from you!

For more information about how to enter go to **[itv.com/beontv/thevoicekids](http://itv.com/beontv/thevoicekids)**  
or **[stv.tv/voicekids](http://stv.tv/voicekids)**

Applications close on  
**Friday 11th November 2022**

We reserve the right to extend the closing date at our discretion

Other eligibility criteria and terms and conditions also apply  
(see entry form for full details).

Personal data provided by you will be collected  
and processed in accordance with the  
privacy notices set out in the entry form.





# Trafalgar Schools' Federation

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23<sup>rd</sup> September 2022

## Election of Parent Governor of Trafalgar Schools' Federation Governing Body

Dear Parent/Carer,

There is currently one vacancy for a Parent Governor on Trafalgar Schools' Federation Governing Body and as the parent/carer of a pupil currently on roll at either school you have the right to propose a candidate for election or to stand as a candidate yourself. Each parent (father/mother/legal guardian/person having custody) has this right. You may not propose more candidates than there are vacancies (1).

We are particularly interested in candidates who have experience in any of the following areas or a combination of Chairing, Leadership. However, these are not essential requirements and should not deter potential nominees.

If you wish to propose a candidate or propose yourself please take the following action:

1. Obtain permission of the person concerned.
2. Having done so, please let me know in writing by no later than the **deadline date of 10am on Mon 10<sup>th</sup> October 2022** the full name of the candidate proposed and if her or she so wishes, a personal statement regarding the candidacy (not more than 100 words). A nominations form can be found at the end of this letter.

If you would like to take part in the nominations process please read the important information set out below. Paper copies of the form are available from the main school office (Infant School, Gothic Rd). For all nominations please either email to [governors@trafalgarfederation.org.uk](mailto:governors@trafalgarfederation.org.uk) or send in an envelope marked for the attention of the Clerk to the Governors by the deadline date above.

Yours sincerely

Sarah Keefe  
Headteacher  
Trafalgar Schools' Federation



## **Election of a Parent Governor – proposing a candidate**

### **Important Information**

If there are more candidates nominated than vacancies then a voting paper will be issued to all parents/carers, listing the names of all eligible candidates proposed and including any personal statements received by the due date. If only two candidates are nominated, then the candidates will be elected unopposed. In this case, all parents will be sent written notice of the names of the Governors elected, together with their personal statement.

For equality purposes, canvassing in any form is not permitted.

Further details of how a person may be disqualified are available separately. Unless later disqualified, a Parent Governor elected now may serve for a 4-year term of office (as specified in the schools Instrument of Government).

Trafalgar Schools' Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All Governors are required to have a DBS certificate.

The office of Parent Governor involves commitment of significant amounts of time and energy. You will be required to actively get involved in the work of the Governing Body and take a share of the responsibilities including working day visits to school, link governor duties, service on committees and working groups.

You will also be required to consider training and development and attend relevant training courses.

Meetings are held every term at both committee level and for the full Governing Body which will involve contributing to agenda items, reading minutes and other papers as well as taking responsibility for action points generated from discussions. The next meeting of the Full Governing Board will be taking place on Tuesday 15<sup>th</sup> Nov 2022 with the next round of Committee meetings in early January next year.

The Governing Board undertakes regular skills audits to ensure they have sufficient expertise to carry out their core duties effectively.

All Governors are entitled to claim certain expenses, as outlined in the Governors' Allowances Policy, with prior written approval of the Chair or Vice Chair of Governors.

All Governors must submit a declarations of interest form, a summary of which will be published on both school websites. In addition, governor names are published on the Government 'Get Information About Schools' website for public information.

Further information about being a governor can be obtained from Governor Support, Achieving for Children, Email: [governor.support@achievingforchildren.org.uk](mailto:governor.support@achievingforchildren.org.uk) or Phone: 020 8547 6548/6970







# Trafalgar Schools' Federation

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## Nomination for Parent Governor vacancy Nominations Deadline: 10am on Monday 10<sup>th</sup> October 2022

**Please write clearly using block letters only** - If you are nominating yourself please complete 'candidate' section only

Nominator's Name: .....

I wish to nominate the following candidate to stand for election of Parent Governor

Nominator's Signature: .....

Candidate's Name: .....

Candidate's Child's Name & Class: .....

Candidate's relationship to child: .....

Candidate's contact email address: .....

I wish to stand for election for the position of Parent Governor and include a brief election statement below.

Candidate's Signature: .....

Brief election statement – please write clearly (**no more than 100 words** – Clerk reserves the right to truncate):

.....  
.....  
.....  
.....  
.....

**Nominations must be received by the stated deadline either at the main school office in the Infant School (Gothic Rd) or by email to [Governors@trafalgarfederation.org.uk](mailto:Governors@trafalgarfederation.org.uk) marked for the attention of Clerk to the Governors**

