



Dear Parents,

Thank you to all the parents who attended my open meetings to discuss the future and direction of the school. They were extremely informative and it was a pleasure to meet so many parents who had a real drive to move the school forwards. As promised at the meetings I have now also collected views from the pupils and am currently putting these together with the views from staff and governors in order to develop a long term plan and joint vision for the future.

I have now observed much about the school and have noticed a few areas that do need some attention. One key area that I will focus on is attendance. This is an area in which I really need your support, as the level of absence is very high at the moment: in the first ten weeks of this term, 45% of children at Hamilton had less than 95% attendance. I have taken considerable time analysing the main reasons, one of which is obviously illness which cannot be planned for, however there are other reasons including holidays.

Nationwide, analysis of attendance and achievement data shows that there is a clear link between good attendance and success in exams at all key stages. In the light of this, I have rewritten our Attendance Policy, which the Governing Body ratified this week. The main aim of the revisions is to maximise the benefit of the education your children receive. The main changes in the policy include

- setting pupils a target of attendance at 95% - including illness and medical appointments
- no longer giving permission for pupils to take holidays in term time
- encouraging good attendance
- keeping parents informed about attendance issues and reporting annually to them on their child's attendance record.

In exceptional circumstances when a request for absence is required, a parent must write to the school and the Headteacher will decide whether permission will be granted. A letter containing a written explanation does not in itself authorise an absence; only the school's acceptance of the explanation offered by the letter authorises the absence. Parents must request in writing leave of absence for religious observance absence, as without the written request it is marked as unauthorised absence. I have tried to support families with this by writing the letter to be returned with a tear off slip.

Hamilton Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to be successful.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

Hamilton aims to work together with parents in order to ensure the achievement of high levels of attendance and punctuality for all pupils.

Attending school regularly ensures that pupils' academic and social skills develop, which is key to the pupils' development. Children with low attendance often find it difficult to maintain positive relationships which can lead to poor behaviour. Teachers work extremely hard in their planning to make sure that all pupils' needs are met. If children are consistently absent they will miss core teaching and learning which is extremely difficult to catch up!

We will be developing ways to support parents with attendance. I am asking you to support the school by improving attendance and ensuring your children are in school on time each day.

## SCHOOL NEWS



### Seasonal Events

A letter has been sent home to all families listing various events that are being organised during December. The timetable of events below is taken from that letter.

December	Time & Place	Yr Group/s	Event
Thurs 3	6.30pm HR Hall	Ys 1 & 2	Christmas Performance
Fri 4	2.00pm HR Hall	Ys 1 & 2	Christmas Performance
Fri 4	3.30 - 5.30pm PR Hall	All children & parents	Children's Christmas Workshop
Sat 5	9.30-12 HR Hall	All children (+parents)	Buy a Present for Mum & Dad Day
Wed 2 & 9	School hours	Ys 3, 4, 5 & 6	Christmas Celebration rehearsals
Tues 8	11-11.40am Eden Centre	Y 4 Choir	Carol singing
Wed 9	7-8pm All Saints Church	Ys 3, 4, 5 & 6	Christmas Celebration
Fri 11	PR	Y4	Y4 Bring & Buy Sale

Tues 15 & Wed 16	10am PR	Nursery & Reception	Christmas Performances
Tues 15	HR	Ys 2 & 5	Hampden Rd Parties
Thurs 17	HR	Ys 1 & 6	Hampden Rd Parties
Wed 16	2.30pm Wycombe Swan	Any	FoH visit to Pantomime Aladdin
Thurs 17	PR during school day	Nursery, Reception, Ys 3 & 4	Christmas parties
Thurs 17	3.30 - 5.30pm HR	Ys 3,4,5 & 6	Key Stage 2 Disco

### Arts & Crafts Club

Please note the Arts & Crafts Club will not be open on the last day of term, Friday 18 December.

### Volunteers needed

I need some help to set up the staging in All Saints Church in advance of the Christmas Service on Wednesday 9 December. I would be grateful for anyone able to volunteer some time between 2-5pm on Tuesday 8 December - please let me know via the school office. Thank you.

## Staff Governor

I am pleased to announce that we have filled the vacancy for staff governor with a nomination for Sharon Davies. Mrs Davies was welcomed to the Governing Body at the November Governing Body meeting.

## Carol Singing at Eden Centre

The Year 4 Choir will be singing carols in the Eden Centre (opposite Boots) on Tuesday 8 December between 11 - 11.40am. Please come and support them if you are out shopping. A collection will be made to raise funds for the Children's Society.

## Staff News

After being associated with Hamilton for 13 years, Christine Laxton is off to pastures new at the end of this term. Mrs Laxton has fulfilled a number of roles at Hamilton, class teacher, Nursery teacher, and more recently, SenCo and PPA cover in Year 4. We wish her well as she starts her new position in January.

## NOTICES

### Headlice

Some cases of headlice have been reported in the school, so I am repeating the advice given in a previous hmail by the Community School Nurse. Schools are advised against sending out routine letters every time a child is known to have head lice for the following reasons:-

1. This is a problem that has been around for many years. The chances are that there will always be at least one child in a class who has head lice. Therefore schools would constantly be sending out letters.
2. Evidence has shown that when schools have sent out letters every time a child has head lice, it has caused parents to panic and treat, even if there is no evidence that their child has head lice. This may cause the lice to build up an immunity towards a particular product, making the treatment less effective.
3. This is a community problem and it is the responsibility of parents to check regularly for head lice and not only when the school sends out a letter.

I will send out this information regularly - it is then the responsibility of parents to follow the advice given. The information is attached, together with contact details for queries or further information.

### Lost Property

There is a large amount of lost property at both school sites. Most items are not named. We will attempt to return named items to their owners, but at the end of term any un-named items will be sent to clothes recycling. In future this will happen on a monthly basis. Please ensure that all uniform and possessions sent into school are marked with the child's name.

### Emergency Procedures

During the winter months, should there be a need to close the school, for instance in snowy weather, details of school closures will be broadcast on local radio and on the school website. As soon as a decision is made by the school, the information is passed to Bucks County Council, and the information is transmitted to the following radio stations:

Time 106.6 - on 106.6FM

BBC Three Counties radio - on 103.3 FM

The phone chains will be set in action and you should also check the Bucks County Council public site: <http://www.buckscc.gov.uk>, where a comprehensive and real-time listing is shown.

## Voucher Schemes

The Morrisons' "Let's Grow" scheme is coming to an end - if you still have any tokens, please send them in. We are still collecting vouchers for a variety of schemes, including, Nestle's BoxTops for Books scheme as well as for the Times Books for School voucher scheme. Please send any vouchers you collect into school - thank you.

So that you know what vouchers kindly donated have been exchanged for recently: Tesco vouchers bought a large indoor PE storage unit for each hall. Sainsbury vouchers bought a large quantity of playground and PE equipment, including balls, hoops and cones. Keep shopping!

## Hampden Road Library

Many thanks to the parents who kindly helped checking all the non-fiction books in Hampden Road's library last half-term. The queries that were identified are slowly being dealt with but if there is any parent who would be willing to regularly assist in the library one morning a week then please advise the Hampden Road office and Mrs Saunders will then contact you.

## Passport applications

Any parent wishing their child's passport application to be countersigned by a member of the teaching staff should note the following: the person you ask to countersign must have known your child for at least two years. This means that countersigning can only be done for children who have been in the school for at least two years. The Headteacher and Deputies will not be able to countersign an application until September 2011 at the earliest.

## Children in Need

The children raised, mostly from the cake sale at both sites, the fantastic sum of £312.50 in aid of Children in Need. Many thanks to all cake providers.

## Odd Sock Day

In September, the newly elected School Council was asked to think of a deserving charity for whom to raise money, and an entertaining method by which to raise it. The chosen recipient was a charity called 'Starlight' which raises funds to allow terminally ill children to fulfill a dream which would otherwise be impossible to achieve. The money raised is used to pay for specialist nursing care on, for example, visits abroad, to Disneyland, to Florida, to swim with dolphins - in fact, as far as is possible, anywhere the child would like to go, accompanied by the parents and siblings. Hamilton children were taken by the idea of fundraising for this charity, and it was decided that the way to raise the cash was to charge 50p for the wearing of a single 'odd' sock alongside a regulation grey one, a pound for two unmatching non-regulation socks and then a further 50p for any single sock worn in a novel or inventive manner, on a certain day in November. Odd Sock Day, as it was deemed, managed to raise a total of £210.35 for the Starlight Charity. Thank you to all the children who took part.

## TRAVEL PLAN NEWS

### Parking Permits

Application forms for parking permits for the Spring term 2010 are available from the school offices. Closing date is Friday 4 December. Late applications will be considered at the start of next term.

### Parking

During the Bonfire and Fireworks evening a number of cars were parked illegally and inconsiderately in Maitland Drive. Understandably, residents were aggrieved by the insensitive behaviour of a minority of people who were parked to go to the Bonfire evening. It is a driver's responsibility to park in a responsible way. I have requested the attendance of Civil Enforcement Officers at future events.

I would remind you that it is illegal to park on a pavement (unless it is signed allowing you to do so). As well as being illegal, blocking the footpath is inconsiderate and may well put lives at risk. Pavements are for pedestrians, not parking.

I would also ask you not to park on the areas outside the school which have zig zag lines painted on them. *Zig-zag markings are there for a purpose - to provide a clear area in which children can cross more safely.*

Under the new Traffic Management Act, CEOs can now issue Penalty Charge Notices (PCNs) through the post, so illegal parkers cannot avoid tickets. If we observe parents parking on zig zag lines we will contact the local Police office to notify them of the offenders.

Help us to set a good example for our children's safety - drive and park sensibly.

### Scooter Rack

We have been given, as an award for our School Travel Plan, a scooter rack for our children. This is at the Priory Road site.

## FRIENDS OF HAMILTON

You will shortly be receiving a newsletter from Friends of Hamilton giving information on events still to come this term. I would like to add my thanks for those volunteers who come into school to organise hot dogs each month.

Yours sincerely



Mr G Aldous  
Headteacher

Hamilton Primary School - Term Dates school year 2010-2011		
	Open on morning of	Close at end of afternoon on
Autumn Term 2010	Thursday 2 September	Friday 22 October
	Monday 1 November	Friday 17 December
Spring Term 2011	Wednesday 5 January	Friday 18 February
	Tuesday 1 March	Friday 8 April
Summer Term 2011	Wednesday 27 April	Thursday 26 May
see NOTE below	Monday 6 June	Friday 22 July
NOTE Friday 1 July 2011 will be an in-service training day for teachers and the school will not be open Easter 2011: 22-25 April 2011 / Early May Bank Holiday: 2 May 2011 Spring Bank Holiday: 30 May 2011		

JOB ADVERTISEMENT	JOB ADVERTISEMENT
<p><b>LARKS BREAKFAST CLUB</b></p> <p>is looking for staff who would be interested in working at short notice to cover staff sickness</p> <p>For further information contact the school office at Hampden Road tel no 437317</p>	<p><b>A vacancy has arisen for a Learning Support Assistant</b></p> <p>We are seeking a highly motivated, pro-active person to provide assistance and support to the Year 2 team, 5 days a week from the beginning of January to July 2010.</p> <p>Please contact the school office: <a href="mailto:office@hamilton-school.co.uk">office@hamilton-school.co.uk</a> for further details and an application form Closing date: Monday 7 December 2009 Interviews: Thursday 10 December 2009</p>
JOB ADVERTISEMENT	
<p>A vacancy has arisen for a</p> <p><b>SEN Midday Supervisor</b></p> <p>to supervise a child who has behavioural difficulties during the lunch period. One hour between 12noon and 1pm , 5 days a week Please email <a href="mailto:office@hamilton-school.co.uk">office@hamilton-school.co.uk</a> for further information</p>	

# HEAD LICE

Are happy to be on ANY head

## HEAD LICE – THE FACTS

Head Lice :

- Are small wingless six legged insects
  - A life size adult louse is 3mm long
  - Live only on human heads
  - Like warmth close to the scalp
  - Do not jump or fly
  - Only move from head to head when there is close contact
  - Live by biting the scalp and feeding on blood
  - EGGS are laid close to the scalp and are pearl coloured oval shapes
  - NITS are a dull colour and found further along the hair
  - Are not fussy about the length of hair or whether it is clean
  - Can be found anywhere on the scalp, but especially behind the ears and at the back of the neck
  - Are often present for months before being detected
- If left alone they can infest many others.

## PREVENTION AND TREATMENT

### DETECTION OF HEAD LICE

Control of head lice starts at home, children need supervision with hair washing and combing.

Wet combing, as described below, after washing the hair, is an excellent way of detection and treatment.

It is important to check regularly every week including school holidays.

### DETECTION METHOD

You will need...

Shampoo, conditioner, wide-toothed comb, head lice detection comb, towel, kitchen paper

1. Wash the hair using ordinary shampoo
2. Use conditioner to make combing easier
3. Lightly towel dry hair
4. Remove tangles with a wide-toothed comb
5. Using detection comb, part hair into small sections and comb hair from scalp to the end
6. Wipe comb each time with a piece of kitchen paper and check for live lice
7. Repeat step 5 and 6 and ensure the whole head is combed
8. Clean comb under running water, kill and wash away any lice found

WHAT TO DO if a living head louse is found...

- Check the whole family and advise anyone else who has had close contact with your child
- Treat all members of the family who have lice at the same time

### NON MEDICATED TREATMENT

Wet combing method ...

Repeat steps 1-8 of the detection method every 3 days for 2 weeks. Combing every 3 days removes the lice before they are mature enough to lay eggs or transfer to another head.

Carry on with routine weekly detection after all lice have been removed.

### MEDICATED TREATMENT

Use only a medicated lotion recommended by a GP, pharmacist or nurse.

Make sure you have enough lotion to treat all those with live lice (one bottle for each head to be treated). More may be needed for very thick hair.

Shampoos are not recommended as they are less successful in killing lice.

For children under 2 years old and anyone with a medical condition, eg, pregnancy, asthma or eczema, consult your GP before using a medicated treatment.

### MEDICATED TREATMENT METHOD

You will need ....

Medicated lotion, detection comb, towel, kitchen paper

1. The room should be well ventilated (open window), with good light
2. Keep well away from naked flames, cigarettes or sources of heat; do not use a hair dryer
3. Apply lotion exactly as directed in the instructions
4. Ensure the lotion/fluid is applied thoroughly to the whole scalp
5. Leave the lotion on the head for the length of time recommended in the instructions to make sure the head lice are killed
6. Comb out the dead and stunned head lice with a detection comb
7. Repeat the treatment in 7-10 days using a second bottle of lotion
8. Check the hair 2 days after the second treatment. If there is still evidence of head lice ask your school nurse, health visitor, practice nurse or pharmacist for further advice
9. Keep a record of the treatment used and the result
10. Carry on with weekly detection combing after treatment

**Medicated lotions or shampoos should not be used to prevent infection with head lice. Only individuals who have live head lice need to be treated.**

### REMEMBER

Anyone can catch head lice...

- **But everyone needs to know how to manage and remove them**
- **Always check your contacts: parents, grandparents, brothers, sisters, uncles, aunts, cousins, friends, baby-sitters and share information**

Some advice contacts:

Bug Busting helpline: 020 7686 4321

NHS Direct: tel 0845 4647, [www.nhsdirect.org.uk](http://www.nhsdirect.org.uk)

Community Hygiene Concern: [www.chc.org](http://www.chc.org)

Health protection unit for infectious disease who issue the guideline regarding head lice: 0845 2799879.