

Tombola Donations

Many thanks for all the donations this morning. Don't forget to come and win them back at the Bonfire Tea on Friday 10<sup>th</sup> November. All the children were rewarded with school house points for their donations, even if the donation was given in to the school office.

Office Staff and Responsibilities

The office is manned every day from 8.15am until 4pm every day. All staff are not in every day and if you have a specific query, which is not urgent, it may not be dealt with until the member of staff returns to the office.

Mrs Chadband's responsibility is school finance including lettings. Mrs Townsend deals with the School Information Management System (SIMS) which includes admissions. Mrs Upton looks after attendance and ParentPay (school dinners). Mrs Duff only works in the afternoon and is the administrator for Pendragon Pre-school.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Mrs Townsend Mrs Upton	Mrs Upton Mrs Chadband	Mrs Townsend Mrs Chadband	Mrs Townsend Mrs Upton	Mrs Townsend Mrs Chadband
Afternoon	Mrs Duff Mrs Townsend Mrs Upton	Mrs Duff Mrs Upton Mrs Chadband	Mrs Duff Mrs Townsend Mrs Chadband	Mrs Duff Mrs Townsend Mrs Upton	Mrs Duff Mrs Townsend Mrs Chadband

Social Media Letter

Please find attached to this week's newsletter, a letter from all the schools who work together with Swavesey Village College. All teachers can be contacted directly by e-mail and are always happy to meet with parents either formally or on the playground. If you issue is urgent, please telephone the school office as teachers do not always have time in the school day to read their e-mails.

Next 2 Weeks' Events

Friday 20 <sup>th</sup> October	Last day for Xmas pudding orders School closes for half term at 3.15pm
Monday 30 <sup>th</sup> October	School opens
Tuesday 31 <sup>st</sup> October	Last day for Year 6 applications to secondary school
Wednesday 1 <sup>st</sup> November	Year 4 start swimming Last day for school photograph orders Last day for Christmas poster competition
Thursday 2 <sup>nd</sup> November	2018 Foundation stage tours of the school 10am, 2pm and 6pm Flu vaccinations in school for FS, Y1, Y2, Y3 and Y4
Friday 3 <sup>rd</sup> November	Friends AGM 2pm
Friday 10 <sup>th</sup> November	Open reading lessons Y1 to Y6 more details to follow Bonfire Tea.