



## KEY INFORMATION

**WELCOME BACK everyone to the Spring Term 2026** – we are looking forward to another wonderful term of learning with the children.

**CLERK TO GOVERNORS VACANCY** - This term we are recruiting a Clerk to the Governors, please see the advert at the end of this newsletter if you are interested.

### **BOOKINGS FOR PARENTS' MEETINGS**

Booking for Parents' meetings on the School Cloud will go live on 29<sup>th</sup> January at 9am and will close on 20<sup>th</sup> February at 12.00 noon. Instructions on how to access the meeting are at the bottom of this newsletter. Individual class dates in 'Key Dates' below.

<https://trefonen.parentseveningsystem.co.uk>

**HELPING YOUR CHILD WITH ORACY** – One of our school priorities for your children is speech, language and communication. Oracy is a term used which combines the use of speaking and listening skills. We are launching a **new programme called Tongue Fu Talking** this term. For more information please talk to your child about Tongue Fu Talking and find the Parent Information sheet on Class Dojo or ask the office if you do not access Class Dojo.

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## KEY DATES

**RECEPTION EYE SCREENING** – Monday 19<sup>th</sup> January

**PARENT'S 'BOOK LOOK'** – Tuesday 3<sup>rd</sup> Feb – 3.30pm – 4.45pm. You are welcome to come in and sit with your child whilst looking through their work with them.

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#### **Robins**

24<sup>th</sup> Feb – 3.50am-5.00pm

3<sup>rd</sup> Mar – 9.10am – 12 noon

#### **Nightingales**

24<sup>th</sup> Feb – 3.50pm – 5.00pm

5<sup>th</sup> Mar – 9.00am – 12.10 noon

#### **Wrens**

23<sup>rd</sup> Feb – 3.50pm – 5.30pm

2<sup>nd</sup> Mar – 9.10am – 12 noon

#### **Puffins**

25<sup>th</sup> Feb – 3.50pm – 5.30pm

4<sup>th</sup> Mar – 9.10am – 12.00 noon

## Hawks

26<sup>th</sup> Feb – 3.50pm – 5.30pm

6<sup>th</sup> Mar – 9.10am – 12 noon

**SCIENCE FAIR** – Thursday 12<sup>th</sup> March and the final deadline for all submissions is Friday 13<sup>th</sup> February. Further details are available on Class Dojo or ask at the office if you do not access Class Dojo.

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## AFTER SCHOOL SPORTS CLUBS FOR SPRING HALF TERM

Please find information for next half term's clubs below. Sign up is on a first come first come basis via ParentPay, but please let us know if you missed to get a place so as we can reserve a place on the next block if possible.

**MONDAY- Y3/4 Dance (boys and girls)** with Chloe Elizabeth Dance teacher 3.25pm- 4.25pm 20 spaces for 5 weeks. Cost £15.00. Starts Wednesday 14<sup>th</sup> Jan.

**TUESDAY - Key Stage Two Multi-sports (Y3-6)** with Marches Academy Trust sports coach 3.25pm- 4.25pm 12 spaces for 5 weeks. Cost £15.00. Starts Tuesday 13<sup>th</sup> Jan.

**WEDNESDAY – Netball Yr 5 and 6** with Mrs Drury will begin again on 28<sup>th</sup> January for 5 sessions Year 5/6 boys and girls. We'd love some new players to join us for these weeks. Mrs Drury 3.25pm- 4.05pm. 18 spaces for 5 weeks. Cost £7.50

**WEDNESDAY – Cross-country Yrs 3, 4, 5 and 6** with Mrs Phillips. Starts 14<sup>th</sup> January for 5 sessions 3.25pm- 4.05pm. 20 spaces for 5 weeks. Costs £7.50

**THURSDAY - Year 1 and 2 Multi-sports** with Marches Academy Trust sports coach 3.25pm- 4.25pm 12 spaces for 5 weeks. Cost £15.00. Starts Thursday 15<sup>th</sup> Jan.

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## OUR SCHOOL COMMUNITY UPDATES

### FoTS COMMITTEE

***FOTS tuck shop every Friday for years 1-6, 50p per item at lunch time.*** As always we value your feedback so please do let us know your thoughts by emailing parent contact at school. If anyone can spare any time to help, please get in touch in person, on Facebook or email [friendsoftrefonenschool@gmail.com](mailto:friendsoftrefonenschool@gmail.com)

### ALL SAINTS CHURCH

Church services are now generally at 10.00am on a Sunday though there are exceptions. Please try and arrive at the church with some time available to be shown to your seats.

#### **January**

Sunday 18<sup>th</sup> - Morning Worship – 10am

Sunday 25<sup>th</sup> – Morning Worship – 10am

Sunday 31<sup>st</sup> – Morning Worship – 10am

Trefonen Church is open during the day at least between 10 and 4 and can be used for prayer and quiet reflection. Go to <https://borderparishes.org.uk/index.php/trefonen/> for details.

*In relation to the following notices the school accepts no responsibility for verifying the suitability of the providers for the events. Parents should exercise their own judgement.*

### Trefonen School - Holiday and Event Calendar 2025/2026

2026	
Spring Term	
Monday 19 <sup>th</sup> Jan	Reception Eye Screening
Monday 26 <sup>th</sup> Jan	Author visit to KS1
Tuesday 3 <sup>rd</sup> Feb	Parent 'Book Look' 3.30 – 4.45pm
Tuesday 10 <sup>th</sup> Feb	Safer Internet Day
Monday 23 <sup>rd</sup> Feb – Friday 6 <sup>th</sup> March	Parent Teacher meetings (Video call)
Thursday 27 <sup>th</sup> Feb	Poetry recitals
Friday 28 <sup>th</sup> Feb	Poetry recitals
Monday 16 <sup>th</sup> – Friday 20 <sup>th</sup> Feb	Spring Half Term Holiday
Thursday 5 <sup>th</sup> Mar	World Book Day – dress as a book character
Thursday 12 <sup>th</sup> Mar	Science Fair
Friday 27 <sup>th</sup> Mar	End of Spring Term
Monday 30 <sup>th</sup> Mar – Friday 10 <sup>th</sup> Apr	Easter Holiday
Summer Term	
Monday 13 <sup>th</sup> Apr	Start of Summer Term
Monday 4 <sup>th</sup> May	Bank Holiday
Monday 25 <sup>th</sup> – Friday 29 <sup>th</sup> May	Summer Half Term Holiday
Friday 17 <sup>th</sup> Jul	End of Summer Term
Monday 20 <sup>th</sup> Jul – Friday 28 <sup>th</sup> Aug	Summer Holiday
Monday 31 <sup>st</sup> Aug	Bank Holiday
Autumn Term	
Tuesday 1 <sup>st</sup> Sept	PD Day
Wednesday 2 <sup>nd</sup> Sept	Start of Autumn Term
Monday 26 <sup>th</sup> – Friday 30 <sup>th</sup> Oct	Autumn Half Term Holiday
Friday 18 <sup>th</sup> Dec	End of Autumn Term
Monday 21 <sup>st</sup> Dec – Friday 1 <sup>st</sup> Jan 27	Christmas Holiday
2027	
Spring Term	
Monday 4 <sup>th</sup> Jan	PD Day
Tuesday 5 <sup>th</sup> Jan	Start of Spring Term

[www.trefonenschool.co.uk](http://www.trefonenschool.co.uk)  
[parentcontact@trefonen.shropshire.sch.uk](mailto:parentcontact@trefonen.shropshire.sch.uk)

#### FREE SCHOOL MEAL INFORMATION

If anyone thinks that their child may be entitled to a Free School Meal, please complete the form online or visit the school website Parents – Lunch Menus - down load the form at the of the page.

<https://www.shropshire.gov.uk/free-school-meals/are-you-eligible-for-free-school-meals/>

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### **EMERGENCY CLOSURE INFORMATION**

In the event of an emergency closure, we will alert you through ParentPay email alert. We will also post information on our school website and through the Shropshire Council website: <https://shropshire.gov.uk/school-closures/primary-schools/>  
Information will also be shared on Radio Shropshire 96FM

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### **BOOKINGS FOR PARENTS' EVENING**

Booking for Parents' meetings on the School Cloud will go live on 29<sup>th</sup> January at 9am and will close on 20<sup>th</sup> February at 12.00 noon.

Please follow the instructions below to make an online appointment to meet your child's teacher, via video-link. Appointment times are at ten-minute intervals.

<https://trefonen.parentseveningsystem.co.uk>

Use your address bar to locate this site, do not use the Google browser. Complete your details on the login page where you will also need to complete your child's details. Click on 'login' when this has been completed.

Click on the date/s you wish to book with your child's teacher. Continue to book appointments. We recommend using the manual option.

Click in any of the green cells to make your appointment. Blue cells signify where an appointment has already been made. Grey cells are unavailable.

Confirmation of your appointment will be shown on the screen and you will have the option to print.

To change an appointment, delete the original by hovering over the blue box and click 'delete'. You can now choose an alternate time.

Your booking will appear on the 'My Bookings' page. An email confirmation will have been sent to you from the information you entered when you logged in initially. You can also print the confirmation off by pressing 'print' so you will have the date to remind you.

After completing, please remember to sign out.

Unfortunately, due to staff workload we are not able to offer appointments outside these times.

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### **Minute Taker/Clerk to the Governing Body for Trefonen C of E Primary**

**This is a permanent role required as soon as possible**

**Rate of Pay** – Negotiable per hour depending on role and experience  
The Governing body at Trefonen CE Primary School are seeking to appoint a Minute Taker or New Clerk for the official Governor meetings. The post is flexible, so we will consider appointing a minute taker for the meetings. The ideal would be to appoint a qualified clerk, or someone who is willing to undergo the clerk training provided. The two different job descriptions summaries are given below to indicate how they are different.

#### **Minute Taker**

- Need to be available for normally 4 meetings a term between 3.30pm and 6pm normally on a Thursday. There may be some meetings that take place between 1.30 and 3.30pm. The dates for the meetings are agreed at the start of the school year. Future dates can be flexible for the right candidate. Additional time is allowed after the meeting for writing up and distributing minutes.

- Complete accurate minutes for the meeting to a set template.

- Time allocated after the meeting to complete minutes and email out to Chair and Headteacher.

Clerk (summary of role in addition to tasks described in minute taker role)

- Possibly undergo clerking training and provide legal and procedural advice to governing body.

- Assist in the preparation of the agenda to ensure statutory compliance.

- Keep update records of committee membership, attendance at meetings and terms of office.

- Maintain a record of governor training.

A full job description of the clerking role can be forwarded with other details. Training for full clerking role could be provided for the right candidate. In both roles any applicant must be able to work using Microsoft and its various applications.

If you are interested please email the Chair of Governors at -

[kirk.m@trefonen.shropshire.sch.uk](mailto:kirk.m@trefonen.shropshire.sch.uk)

An interview between the Chair and Head of the School would follow for any suitable candidates. Trefonen School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment and we follow all safer recruitment processes and checks. The successful applicant will be subject to an enhanced DBS check and satisfactory references prior to taking up the role.

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