

**Let's celebrate this weeks River of Learning nominees -**

EYFS Scotland— Luca P & Eddie B  
EYFS England— George W & Scarlett S-M  
EYFS Wales— Taylor R & Libby B

1 Spain— Luke H & Jemima G  
1 France— Harrison H & Hadley D-B  
1 Germany— Bethany D & Henry W

2 Denmark— Isla E & Lily P  
2 Finland— Nyla B & Imogen S  
2 Sweden— Leyton J & Noah G

3 Egypt— Najem B  
3 Kenya— Isaac B & Isabelle T  
3 Morocco— Ava T & Matthew H

4 Argentina— Emily P & Harry E  
4 Mexico— Phoebe C & Declan L

5 India— Bradley C & Tristan T  
5 Nepal— Lewis Y & Jordan C

6 Canada— Emily S & Carey-Dee C  
6 USA— Mia B & Charlie W

**Waterfall of Wonder Winners  
Jemima G—Spain**

**For showing perseverance with all of her learning—even when she  
needs to climb out of the dip!**

**And**

**Emily S—Canada**

**For being a wonderful member of the class. Always boosting  
morale and having a smile on her face.**

**Well done to you all—keep up the amazing work**

# Snow procedures

Thank you to all Parents who read the information on the web-site and used the hall entrance.

*The School will be open today.*

*We will have a staggered entry from 8.45 to 10.00 today to enable parents to walk to school or wait until the roads are clearer.*

*From 8.45 to 9.15 children will need to use the main entrance on North Lane and walk straight to the hall using the pathway provided. After 9.15 please use the Office entrance. There is currently no cleared pathway from the other entrances.*

*Please ensure your child has a change of shoes so they can go out to play if it is safe to do so.*

*Updated 06.67am 01/02/2019*

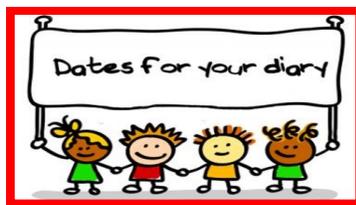
If we have another snow event I will follow the same procedure which is to check the safety of the site and whether staff can get to school before posting a message on the website by 7.30am.

We also sent a Parentmail this morning confirming arrangements as we were experiencing lots of phone calls from parents asking if the school was open. As we may not always be in a position to do this, we would encourage parents to check the website for information in the first instance.

Please be aware that our default position, if the school is open, when there is snow and ice is to first of all ensure the North Lane entrance is open and there is a pathway to the hall so you and the children can get into the building safely.

Our premises team will then try and clear pathways to the other gates but if safe access cannot be made then they will not open.

Mrs Smailes



## SNOW DAYS!

In the event of heavy snow, please check the school website to check if the school is open or closed. We will endeavour to make the decision and post on the website by 7.30am. Thank you.

### FEBRUARY 2019

Friday 1st February	NSPCC Number Day—non uniform day Wear something with a number on it and bring in a donation for the NSPCC
Monday 4th February	E-Safety Day
Monday 4th February	LASP—Year 2 Gymnastics
Tuesday 5th February	EYFS—Chinese New Year
Tuesday 12th February	LASP—Year 3/4 Girls Football tournament
Wednesday 13th February	Year 5—Chichester Planetarium

Wednesday 6th February Parents Evening—3.30-5.30pm  
Thursday 7th February Parents Evening—3.30-7pm

If you haven't yet booked, or are having trouble booking, please contact the school office and we can book an appointment for you.

Thank you

Friday 15th February	Rock Challenge rehearsal day
18th-22nd February	Half Term—Funstars holiday club available
Monday 25th February	Inset Day—Funstars holiday club available
26th Feb—19th Mar	India Class—The Great Project
Wednesday 27th February	Rock Challenge at the Hawth Theatre, Crawley

# Schoolsworks Academy Trust – HR Assistant

Non Teaching Staff

Required from: March 2019 or as soon as is practicable

Contract: Permanent

Hours: 5 days per week, 20 hours per week, all year around

Salary: Grade 4, scale point 14 (up to 31 March 2019) £17681 (full time equivalent) / scale point 5 as of April 2019 @ £18,795 FTE)

We are seeking to appoint an HR assistant to join our friendly, supportive and forward-thinking Academy Trust. The successful candidate will not necessarily have previous office experience, but will be positive, enthusiastic about contributing to the provision of high quality services to schools and have excellent attention to detail and accuracy.

Schoolsworks' is a multi-academy trust, currently working with seven primary schools in West Sussex. In 2016, Schoolsworks was awarded permission to open a new free school in Littlehampton, and we are currently awaiting confirmation from the Department for Education about an opening date.

The HR assistant will work under the local guidance of the HR Manager based at the Academy Trust offices in River Beach Primary School. The main function of the role is to provide support services with the Academy Trust's Shared Services Team in the administration of the Trust workforce and payroll provision. This includes responsibility for day to day operational processing of data such as timesheets and absence returns, filing and general office administration. You will liaise closely with school staff to ensure accurate administration and provide occasional cover for the trust finance assistant.

This is a new role and there may be an opportunity in the future to increase the hours of work as the Trust expands or with further development of shared services for our schools.

National Joint Council pay award will take effect from 01 April 2019 and will have an FTE pay rate of £18,795 which equates to a pro rata value of £10,159.46 p.a.

## **The successful candidate will:**

Have good organisational, administrative and IT skills.

- Be proactive and demonstrate initiative, whilst being able to manage their time effectively
- Be emotionally intelligent, have good communication skills, be approachable and be able to establish excellent relationships with staff and other stakeholders.
- Work in a confidential environment
- Have high expectations of themselves, be committed to achieving the best for the Academy Trust, and continuously strive to achieve this
- Be an excellent team player who can support the Academy Trust vision
- Be reliable, diligent and maintain confidentiality
- Be enthusiastic to move their learning forward by taking on relevant support, advice and training
- Be flexible and adaptable to work with the changing needs of the Academy Trust

**Visits to the Academy Trust are welcome.**

Please contact Mrs Louise Pope (PA to the Executives) to arrange your visit on 01903 73 99 88 or [louise.pope@schoolsworks.org](mailto:louise.pope@schoolsworks.org)

The job description, person specification and application form can be downloaded from [www.schoolsworks.org](http://www.schoolsworks.org). Schoolsworks Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and there is an expectation of all staff and volunteers to share this commitment. This post is subject to a successful Disclosure & Barring check and satisfactory references.

**Closing Date:** 12 noon Wednesday 13<sup>th</sup> February

## Term Dates 2019/2020

	September					October					November				
Monday	2	9	16	23	30		7	14	21	28		4	11	18	25
Tuesday	3	10	17	24		1	8	15	22	29		5	12	19	26
Wednesday	4	11	18	25		2	9	16	23	30		6	13	20	27
Thursday	5	12	19	26		3	10	17	24	31		7	14	21	28
Friday	6	13	20	27		4	11	18	25		1	8	15	22	29

	December					January					February			
Monday	2	9	16	23	30		6	13	20	27	3	10	17	24
Tuesday	3	10	17	24	31		7	14	21	28	4	11	18	25
Wednesday	4	11	18	25		1	8	15	22	29	5	12	19	26
Thursday	5	12	19	26		2	9	16	23	30	6	13	20	27
Friday	6	13	20	27		3	10	17	24	31	7	14	21	28

	March					April					May				
Monday	2	9	16	23	30		6	13	20	27		4	11	18	25
Tuesday	3	10	17	24	31		7	14	21	28		5	12	19	26
Wednesday	4	11	18	25		1	8	15	22	29		6	13	20	27
Thursday	5	12	19	26		2	9	16	23	30		7	14	21	28
Friday	6	13	20	27		3	10	17	24		1	8	15	22	29

	June					July					August				
Monday	1	8	15	22	29		6	13	20	27	3	10	17	24	31
Tuesday	2	9	16	23	30		7	14	21	28	4	11	18	25	
Wednesday	3	10	17	24		1	8	15	22	29	5	12	19	26	
Thursday	4	11	18	25		2	9	16	23	30	6	13	20	27	
Friday	5	12	19	26		3	10	17	24	31	7	14	21	28	

KEY	
	Term Time
	Inset Days - School Closed - to be allocated
	Holiday Time
	Bank Holidays