

11<sup>th</sup> September, 2009

Dear Parents,

### **Access to the VLE**

The St Helen's virtual learning environment is packed with useful information – school diary, resources, pupil access to homework assignments etc. - but can only be fully accessed if you register as a user. Moreover, from next week all routine newsletters will be posted on the VLE and not sent out in hard copy (see 'Electronic mailing', below) and parents who have not registered will not have access to them.

**Therefore, if you have not yet registered please do so now.** To do this:

- Go to the VLE web site at [vle.sthelenscollege.com](http://vle.sthelenscollege.com)
- Log on using your child's surname as your user name and **changeme** as your password.
- You will be asked to change the password.

Next, please update your name and email address. To do this:

- Click change me on the top right of the screen.
- Select the **Edit profile** tab.
- Replace you first name, surname and email address.
- A confirmation message will be sent to your email address. Please click the link in the email to confirm that your email is correct.

All parents must also enrol into your children's year groups by selecting **Parents** from the home page then clicking the appropriate year (e.g. **nursery** or **year 6**).

If you have any difficulties, please email Mr Lewis at [mlewis@sthelenscollege.com](mailto:mlewis@sthelenscollege.com) .

### **Electronic Mailing**

From next week, all routine communications such as newsletters, booking forms and menus will be posted electronically. We shall send an email to every family, using the email address which you provided when you registered for the VLE. There will be a link on the email which you will click, and this will download the newsletter. All mailings will be stored on the VLE so that parents will be able to access back copies as necessary.

Newsletters will be posted every Friday during term time. A few hard copies will be available in the office and at the Lower School in case you do not have access to a computer for some reason – do pop in to collect one if you need to.

We shall continue to post some letters via the Royal Mail e.g. letters of a private or particularly important nature.

### **Parking**

Many problems this week!

The work at the Bowls Club has meant that a large section of the **Parkway car park** has been fenced off. This work is due to finish today, so parking should be easier next week. Please remember:

- not to park outside the school or between the school and car park;
- not to block neighbours' drive (one has threatened to block the road if this happens! (We would of course call the police, but better to avoid the situation).
- Not to take up a parking place for longer than necessary, but to move on and allow somebody else to park.

Some parents have been parking in the **Lower School car park**. This is strictly forbidden. We pay the church for parking spaces, but those closest to the road are reserved for church users. Moreover, manoeuvring in this area is very dangerous when young children are walking past.

Finally, cars which are parked on **corners close to road junctions** block sight-lines for other motorists. This is very hazardous.

The vast majority of parents observe the parking regulations – it is vital that all do.

### **Forthcoming events**

The Sunshine **Nursery coffee morning** was very successful this week, and we hope to see as many Rainbow parents as possible at next week's.

**Class assemblies** start shortly with 4P on Monday week. Parents are encouraged to come to the 10:30 a.m. assembly, when there will be more space available.

**Prizegiving** will take place on Wednesday 23<sup>rd</sup> September at the Winston Churchill Hall at 7:30 p.m. This event celebrates the successes of our summer leavers who are just starting at their senior schools, and prizes are given also to a number of children who are currently in Years 4, 5 and 6. Parents of prize winners will be informed very shortly. All parents are welcome to attend – no tickets are necessary – and we particularly hope the parents of prize winners and choir members will come to support the event.

Extract from the term programme:

#### **Week 3**

Thu Sep 17 8:15 – 8:40 a.m. coffee for N2 parents

#### **Week 4**

		Art Week
Mon	Sep 31	10:30 a.m. 4P class assembly
Wed	Sep 23	Prizegiving at Winston Churchill Hall
Thu	Sep 24	8:15 – 8:40 a.m. coffee for R1 parents
Fri	Sep 25	10:30 a.m. 3T class assembly

Yours faithfully,

D.A. Crehan

G.R. Crehan