



LEARNING RESOURCES ADMINISTRATOR

15 HOURS PER WEEK
(Ideally 10 am to 1pm, Monday to Friday)
NJC Level 2D, SCP 4 – 6
FTE £18,933 - £19,698
Actual £6,653 - £6,921

Sheffield Lower School is an excellent, thriving, friendly and values-based school with over 500 children on roll. Our school offers a very well-resourced and vibrant learning environment for both children and staff to develop and achieve their potential. We pride ourselves in our community and a warm school family.

We are looking for a skilled administrator who will use their IT and administrative skills to manage the effective use of the library and IT resources, liaising with our IT technical support providers. Good working knowledge and confidence in using a range of software and equipment such as handheld devices, laptops, PCs is essential together with being able to communicate effectively with colleagues and pupils.

Previous experience of working in an IT and/or library environment is desirable, although candidates with a strong administrative background or organisational capabilities would be able to be trained.

Working hours are ideally 10.00am to 1.00 pm Monday to Friday, term time only, although can be negotiated.

Interested applicants should complete an application form available on our website:
www.sheffordlowerschool.co.uk

Closing Date: Thursday 16th September 2021 – 5PM

Interview Date: Monday 20th September 2021

All staff are required to follow our policies and procedures working in line with the ethical framework and values of the school.

Sheffield Lower School is committed to safeguarding children and all appointments are subject to enhanced Disclosure and Barring Service Check



Weekly Update

Friday 10th September 2021



Please email schooloffice@shefford.cbeds.co.uk if you require support in accessing this newsletter in an alternative format.

Dear Families & Friends,

I have thoroughly enjoyed this week in school! Today, we saw our Reception classes arrive and just like our other classes, they have been so very settled. We know that this is due to the discussions at home and the hard work families do in preparing children for the first week back. Thank you so much.

Today, year 4 candidates read their manifestoes to the rest of the school. Hustings have begun! Next week, we will be voting for each house in our class ballot boxes and will have our captaincy teams by the end of the week. The quality of candidacy this year was amazing and we heard slogans, encouragement, values and metaphors.

Displays for reading are going up in our corridors already. Each class has selected a book to share with the rest of the school and has created a display to showcase their reading learning. As you are aware, we prize reading very highly because it is so crucial to children's language, thinking and critical skills across the whole curriculum. Children earn house-points daily for their reading diaries if these are filled out from home too. Reading for pleasure is encouraged in a number of ways across our school. Each class in Shefford Lower School votes on a book each day. This week, and next week, we are getting the library ready for use again. Over time, we will be adding drama loans and museum loans to this. The main room has been cleared and we will be decommissioning some of our older texts so that children can come and choose a book for pleasure. Miss Sharma and Miss McIntyre are readying the school for our day of 'Reading for Pleasure' on the 24th September. Remember to send in your photos too! We are also looking forward to starting up our *book sprinting* again, so watch out for this news.

Years 3 and 4 will be entering the ROAR '21 national competition in groups, where they design and market a product. They have a chance of winning awards for their project and this is part of our impetus for enterprising and critical thinking skills, crucial to pupil development. This is run by the 'Lions Clubs International' and representatives will be coming in to school to launch this on the 21st September.

Next week, we will be thinking about our twinning school in Sri Lanka. Mrs Carter, our global community leader and Mrs Jenkins for Geography will be providing each class with twinning activities and making contact with our twin school again. For our first twinning day this year on 16th September.

We are often asked to carry out activities for charities. It is not possible to support every charity that is suggested to us, so instead, we have some in the annual diary for the whole school. Additionally, each class has a 'cake sale' date and chooses a charity they wish to support. We will be resuming these again as soon as it is safe to do so.

VOLUNTEERS. We are keen to have volunteers in school to help with reading, or other activities. If you can spare time each week that is regular, and wish to help out, please contact Mrs Paula Hudson, via the school office. There is an induction process to help volunteers and a clearance check is required. This is very useful experience too for people who have an interest in working with children.

PARENT FORUM. We will hold our forum again in October, and welcome new parents to our school to this. This is an established group of parents who have been involved in the plans to move Shefford from a lower school to a primary school. I meet with this group and we cover various aspects of the proposals. Interested parents should contact Mrs Hudson in the first instance.

Have a wonderful weekend folks.

From Mrs Finch

Values

The values of September are Unity & Belonging

"I can do things you cannot. You can do things I cannot. Together we can do great things."

Mother Teresa

Starting our new classes with a sense of togetherness and belonging. Belonging and working together in our school, as a new class, in our house groups. Developing our community by including everyone so everyone feels a sense of belonging.

Drama

WE NEED YOUR HELP

We are looking to collect some items as drama resources. If you have any of the following items, you no longer need we would appreciate your donating them to school. Items should be in reasonable condition and child safe. We are looking for objects that can be used as props for drama activities and are versatile. Things we are looking for are; hats for different purposes, capes, glasses with different shaped frames, swathes of material and other items that might be suitable



Message from Shefford Town Council

Thank you to Shefford Lower School and pupils who gave such helpful feedback to Shefford Town Council on the design of the proposed refurbishment of Bellcote Meadow Toddler Play Area. The refurbishment work is planned to start early in 2022 and will be match funded by a £20k grant from Central Bedfordshire Council's Community Asset Grant Scheme.

Amazon Wish List

Just a reminder about our Wish List on Amazon! It contains carefully selected books and resources which we know will greatly benefit your children with their learning this year. If you wish to purchase a book for our school, please use the link below to find the full list:

https://www.amazon.co.uk/hz/wishlist/ls/2ZZUJD59NIDQ7/ref=nav_wishlist_lists_1?encoding=UTF8&type=wishlist#

This list is updated by staff throughout the year and can be accessed by anyone. We've made it really easy to donate a book to the school:

amazon
wishlist

You can choose to get the books delivered directly to the school office or if you wish you can add it to your personal shopping and simply bring it in.

Thank you so much for your help with this matter. Your donations will be gratefully received and the children will benefit massively.

Drop off times—08.45—09.00am Collection times—3.20pm

The school office will be open from 8.30am to 3.45pm for any queries, please call 01462 629123 or email school-office@shefford.cbeds.co.uk.

Shefford Lower School

Uniform

Parents are asked to send their children to school clean, tidy and appropriately dressed. The school uniform comprises of:

Boys: Grey trousers or shorts, white polo-shirt and red jumper or sweatshirt. Black school shoes (not trainers); plain black, white or grey socks.

Girls: Grey skirt/pinafore dress or trousers, white polo-shirt, red jumper, sweatshirt or cardigan. Girls may wear plain black shorts under a skirt or dress. Black school shoes (not trainers); plain black, white or grey socks or tights.

Red and white checked dresses may be worn in the summer months with black cycling shorts underneath.

PE: Boys and girls wear black shorts and house t-shirts for PE with black plimsolls. Jogging bottoms, sweatshirts and trainers will be needed for outdoor activities.

House colours:

Your child will be allocated a house group by the school office upon admission. Each house is designated a colour, which your child will wear for PE and sporting events.

Earth House - Green

Air House - White

Fire House - Red

Water House - Blue

Black, white or coloured trainers are only allowed for outdoor PE and are not acceptable for daily school wear.

PE kit must be kept in a named draw-string bag and in school at all times.

Other bags are not allowed due to limited cloakroom space, book bags will need to fit in the child's class tray.

Ruck sacks in particular do not allow coats to be pegged over the top, and these then fall off and become a safety hazard.

Sweatshirts, cardigans, book bags, PE bags and summer hats displaying the school logo are available to purchase online. Some stock, including recycled uniform is available from the school office.



For your convenience, uniform can be ordered online. Please visit Price & Buckland www.pbuniform-online.co.uk/shefford. You will then be required to set up an account.



Shefford Sporting Successes

We celebrate children's sporting successes from home as well as those in school. Please send us photos of your child's certificates and/or medals which will be displayed on our PE celebration board and celebrated in assembly.



Well done to these children who have shared their sporting success with us this week

What an amazing summer of sport it has been. We hope you have enjoyed watching and taking part in sport, especially the Olympics! For the rest of the month, we will be having an Olympic themed challenge for children to take part in outside of school. This will be coming home with the children next week. We have had so many sports achievements already this week, please keep them coming in so we can celebrate these.

Fire House

Raith—Football

Isla—Football

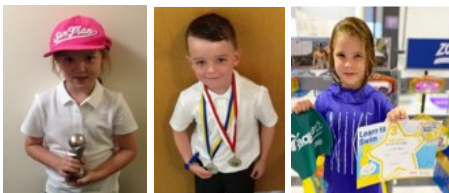
Thea—Swimming and Running

Earth House

Charlie—Football

Ethan—Football

Kiaro—Football



Air House

Max—Football

Forrest—Football

Jackson—Swimming

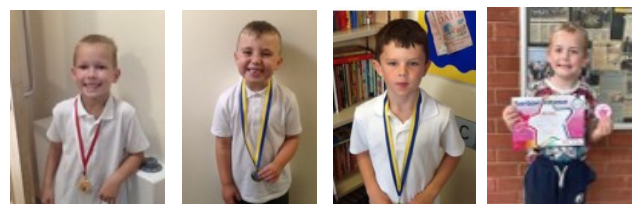
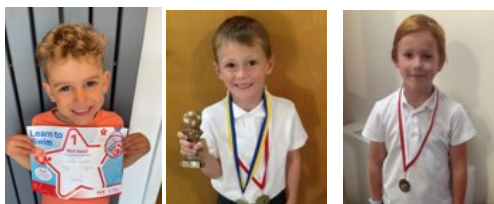
Water House

Bobby—Football

Charles—Swimming

Aaron—Football

Archie—Football





Congratulations to the children below who have been recognised as a Finer Diner this week for displaying good manners and values at lunchtime:



Clubs offered this term

Autumn Term 1 2021	KS1 and KS2 Clubs
	<p>Dance Club Join Mrs Pearson for Dance Club where you will perform a range of different dances using a variety of moves and techniques to explore different songs.</p> <p style="text-align: center;">WEDNESDAY – AFTER SCHOOL – KS1</p>
	<p>Science Club Join Miss Hass for Science Club where you will have fun exploring, investigating and observing through different practical experiments.</p> <p style="text-align: center;">WEDNESDAY – AFTER SCHOOL – KS2</p>
	<p>Choir Club Join Miss Mansell for Choir Club to learn a range of songs and singing technique to perform at various school and local events.</p> <p style="text-align: center;">THURSDAY – AFTER SCHOOL - KS2</p>
	<p>Healthy Living Club Join Mrs Jenkins and Miss Miller for Healthy Living Club, where you will have fun exploring different ways to stay fit and healthy. Find out how to keep you whole body and mind healthy by trying out new exercises and creating your own healthy snacks.</p> <p style="text-align: center;">THURSDAY – AFTER SCHOOL – KS1</p>



P.E Club
 Monday—Year 1
 Tuesday—Year 2
 Wednesday—Year 3
 Thursday—Year 4

Happy Little Yogi @ Shefford Lower School



- After school class
- Every Thursday afternoon with Becca
- Starting Sept 16th for 6 weeks
- A fun, playful, innovative programme
- For all age groups
- Website: www.happylittleyogi.com

The benefits of Yoga & Meditation for your child:

Improves focus, memory, self esteem and confidence, reduces anxiety and stress, promotes a healthy body image, brings awareness to being mindful and at peace with oneself. Improves posture, flexibility, strength, balance, coordination and motor skills.

Book your Childs space: <https://www.happylittleyogi.com/classes/after-school-clubs>

Activate Windows

Happy Little Yogi will be running an after school club starting on the 16th September.

We are only offering this to children in Year 3 at the moment to remain in our year group bubbles.

If you are interested please contact Happy Little Yogi directly

Community News

Please note, the following events/activities are run independently of Shefford Lower.



DEVELOPMENT THROUGH DRAMA

One of the greatest life skills we can give our children is the ability to communicate confidently.

ROLEPLAY is vital to a child's development and increases social interaction, problem solving and communication skills. Through imaginative plays, we explore emotions and feelings which helps to boost WELL-BEING and SELF-AWARENESS.

WE GUARANTEE YOUR CHILD WILL DEVELOP EXCELLENT SOCIAL SKILLS THEY WILL NEED IN EVERYDAY LIFE.

- SPEAK & MOVE CONFIDENTLY
- ANSWER IN FULL SENTENCES
- FEEL GOOD IN THEMSELVES
- IMPROVE CONFIDENCE & ENTHUSIASM
- INCREASE SELF-ESTEEM
- ACT IN PLAYS
- WORK IN GROUP SITUATIONS
- MEET NEW FRIENDS
- DISCUSS SOCIAL ISSUES
- IMPROVE LISTENING SKILLS
- ENCOURAGE ENGLISH LANGUAGE

Our internationally acclaimed Drama Academy benefits tens of thousands of children around the world each week. Each class follows a curriculum designed by worldwide experts.

CONTACT US TO SECURE YOUR FREE TRIAL CLASS:
 CLASSES ACROSS HERTFORDSHIRE AND CAMBRIDGESHIRE
 Amy Hill – Principal, Helen O'Grady Drama Academy Cambs-Herts
 Tel: 07834 197816
 Email: Cambs-herts@helenogrady.co.uk
 www.helenogrady.co.uk

40 YEARS 1979 - 2019
 OF THE HELEN O'GRADY DRAMA ACADEMY



Start your journey with Mid Beds Futsal

It's all about the journey, not the outcome...



WWW.MIDBEDSFUTSAL.CO.UK

Robert Bloomfield Academy

Wednesday
 9-10 Years, 6-7pm (Indoors)
 Fridays
 4-6 Years, 6-6.45pm (Muga)
 6-8 Years 6-7pm (Indoors)

Henlow Church of England Academy
 Wednesday
 10-12 Years, 6.30-7.30pm (Indoors)

Why Mid Beds Futsal and Football?
 Robert Bloomfield Academy

- Fun and creative environment
- FA Affiliated, Licensed Coaches, CRB Checked.
- Player coach ratio to maximise player development.
- 30% Sessions 70% Matches
- Popular

midbedsfutsal@gmail.com



Football Development Centre Etonbury Academy – SG16 6XS by 4 Corner Coaching



Individual skills



UEFA coaches



Team play

High Quality Football Coaching by very experienced coaches who supplement your own club sessions.

Developing - **Technical skills** – **Physical skills** – **Psychological skills** – **Social skills**

Start Back Date - Wednesday 15th September 2021

£4 per session - 13 week block of Development

Times/ages: **5-6pm = 5 - 9 years** & **5-6pm = 10 - 14 years**

**UEFA B coaches – Youth Award Level 3 - Enhanced DBS - Safeguarding
 BFAS (Basic First Aid for Sport)**

Contact: **Natasha – 07957980492 – natasha@4cornercoaching.co.uk**
www.4cornercoaching.co.uk





Vintage



Working Weekend

25th & 26th September 2021

Vintage & Classic Tractors
Working Demonstrations
Commercial Vehicles
Vintage Vehicles
Beer Tent



Haynes Church End MK45 3QR
Just off the A6 South of Bedford



Gates Open
10.00 - 17.00

Admission Prices:
Adults - £5
Under 16's free



www.ovtc.org.uk

Enquiries call Edward : 07971 052170

Early Help Group Information Sessions

These sessions are for professionals working with families in Central Bedfordshire.

Want to know more about group support available to families?

Unsure which parenting programme to refer to?

Want to find out more about support for young carers?

Our information sessions will give you the chance to find out more about specific groups available to families, understand referral criteria and ask us any questions.

Each information session will run for 1 hour, over Microsoft Teams and will include an overview of the groups as well as a question-and-answer session.

Please book yourself a place on the session using the Eventbrite links below.

Supporting and Progressing Families (SPF) Parenting Programme

Friday 17th September 10-11am <https://www.eventbrite.co.uk/e/166521643719>

Monday 8th November 4-5pm <https://www.eventbrite.co.uk/e/166665112839>

Triple P Parenting Programme

Friday 1st October 10-11am <https://www.eventbrite.co.uk/e/166522285639>

Mellow Bumps & Mellow Babies (programmes for expectant and new parents)

Wednesday 6th October 11am- 12pm -

<https://www.eventbrite.co.uk/e/166682119707>

Tuesday 23rd November 3pm-4pm <https://www.eventbrite.co.uk/e/166684484781>

Strengthening Families 10-14

Thursday 14th October, 1pm-2pm <https://www.eventbrite.com/e/167835762283>

Young Carers

Friday 1st October 2-3pm - <https://www.eventbrite.co.uk/e/169125307347>

Wednesday 1st December 10am - <https://www.eventbrite.co.uk/e/169126492893>

Kidstime (a group for parents with a mental health diagnosis and their children)

Thursday 30th September 3pm-4pm- <https://www.eventbrite.co.uk/e/166619115259>

Wednesday 24th November 2-3pm- <https://www.eventbrite.co.uk/e/166622080127>

Central Bedfordshire

Parenting Insight

Gain information, advice, and guidance on a different subject each month

Returning to work and benefits Information on benefits and returning to work

Guest Speaker: Lisa Sinclair
Employment Advisor CBC

Thursday 23rd September 2021
4.30-5.30pm

<https://www.eventbrite.co.uk/e/167870365783>

Young Carers Information on Young Carers

Guest Speaker:
Carers in beds

Thursday 14th October 2021
4.30-5.30pm

<https://www.eventbrite.co.uk/e/169984567417>

Find ways to support the children and young people in your life

Free to attend via Microsoft Teams

Guest presenter
4:30pm

Opportunity to ask the presenter questions

Resources will be sent out after each session

Online Risks- Families Information on online Risks

Guest speaker: Luis Ingram
Link to change

Thursday 21st October 2021
4.30-5.30pm

<https://www.eventbrite.co.uk/e/167871621539>

SEND Information on SEND services

Guest speakers from Homestart, SENDIASS and SNAPP

Thursday 11th November 2021
4.30-5.30pm

<https://www.eventbrite.co.uk/e/168102437917>

Coping with Christmas holidays

Guest Speaker:
Bedfordshire Wellbeing Service

Thursday 2nd December
4.30-5.30pm

<https://www.eventbrite.co.uk/e/169601287015>

Organised by the CBC North Localities Early Help Teams:

For more information, please contact

Ivel Valley Community Partner - Kerry Nielow Kerry.Nielow@centralbedfordshire.gov.uk

West Mid Beds Community Partner - Natalie Good Natalie.Good@centralbedfordshire.gov.uk

Calling on all 16-17 year olds.



You can now get your **Pfizer** vaccine at one of our drop-in vaccination clinics:

- Bedford Borough
- Central Bedfordshire
- Milton Keynes
- Luton

No need to make an appointment, just walk in!

These sessions are for one jab of the Pfizer vaccination. Booking cannot be done online.

For details of the sites giving the vaccination to 16-17 years olds visit: www.blmkccg.nhs.uk/drop-in



Shefford Lower School

Diary Dates

(further dates will be added and these will be in bold italics)

Autumn Term 2021

13th September	Cherry Children return to school Drop off 09.00am Lunchtime 12.00pm Collection 3.00pm
17th September	Flu Immunisation—Nurse Team
17th September	Jeans for Genes Day
24th September	Year 4's St Albans Cathedral Roman Festival Trip
4th October	Healthy Me Day
12th October	Year 3's Celtic Harmony Trip
19th and 21st October	Consultation Evenings TBC
20th October	Individual School Photos
25th—29th October	Half Term
1st November	Inset Day

Please refer to our school website for the Academic Calendar for 2021/2022

[Term Dates Links](#)