



## Newsletter 23<sup>rd</sup> September 2016

Dear Parents and Carers

This is a mainly a 'policy and procedures' newsletter. It is not particularly exciting but the systems described below help to run our school well and make sure that we keep everyone safe, happy and ready to learn.

### **Before and After School Arrangements.**

This is an important time when school and home hand over your children. These times are becoming increasingly busy and so we would like to clarify expectations.

**Before School.** Please note: school is not open until 8.50 unless you wish your child to attend Breakfast Club. Children should not come onto the site until this time.

Reception and Year 1 are brought to the KS1 playground where they are supervised by school staff.

Year 2-Year 6 go to their classrooms where they are supervised by their teachers.

Children travelling by bus come into school via the main entrance.

We would be grateful if all parents could leave the playgrounds promptly at 8.50 as they are becoming quite crowded. Thank you.

### **After School.**

School ends at 3.35. Reception children are collected from their classroom. Please leave the site via the path and not the car park as buses are arriving at this time.

KS1 are collected from their playground.

KS2 leave from their classroom doors onto the path. Please let us know if your child walks home on their own. A letter will be given to these parents.

Children travelling by bus are supervised onto their buses by school staff.

From time to time, parents and carers can be held up and are late in collecting their children. In such instances, please phone school.

### **School Car Park**

**Pedestrians! PLEASE, PLEASE, PLEASE do not use the school car park as a short cut to and from the Nursery. The beginning and end of day are very busy and the car park is a dangerous place for anyone, child or adult. Thank you.**

### **Emergency contact details.**

We have had several occasions where we have been unable to contact any of the emergency contacts in a child's file. If your contact details/numbers have changed, please inform the school office. Similarly, if your child is due to be collected by a different person, please let school know.

### **Request for holidays during term-time.**

Since the beginning of term, school has received a large number of requests for holidays. Each request is considered carefully and on a case by case basis and there are often a number of reasons families make such requests. However, leave is only authorised if the request fulfils certain criteria and I would like to take the opportunity to remind parents/carers of NYCC's policy and guidance, which can also be found on the school website:

'The request form should be completed by the parent/carer and returned to the school as far in advance as possible and **at least 6 weeks before**



**the first date of the period of leave being requested.** Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

Please note: Headteachers would not be expected to class any term time holiday as exceptional. This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

**Taking a pupil on leave during term time interrupts teaching and learning and can**

**disrupt educational progress. Before completing any application parent/carers are asked to consider the effect on their child's continuity of education. '**

#### **Parentpay**

Parentpay significantly reduces workload in school offices. If you have any queries or require support in managing your account please contact the school office.

#### **Relationships and Sex Education policy and Anti-bullying policy.**

We have updated these two school policies to include different families and discriminatory behaviour. Both have been discussed with all staff, older pupils and the governing body. They can be found on the 'Policies' tab on the school website. There is also a 'child-friendly' version of the Anti-bullying policy which can be found on the Children's page.

#### **And now for the 'news' in the newsletter!**

**Help for Heroes Day – 26<sup>th</sup> September** This day has been postponed as the veterans are unable to come to school on that day. We are rescheduling as we don't want to run it without any 'Heroes'!

**MacMillan Coffee morning** This event will be held in the school hall on the morning of next Friday, the 30<sup>th</sup> September. Cakes can be brought into school that morning. See you there at 9.30 to support this worthwhile cause.

#### **Annual questionnaire**

Thank you to those families who responded. The results are on the website, under the News tab.

#### **Parent Forum**

This will be in school on Wednesday 28<sup>th</sup> September at 5.30 pm. We will be discussing the results of the questionnaire and the school website.