



Langley Primary Weekly

Happiness, Growth and Excellence for All

Issue 1 6 September 2018

Welcome Back!

I hope that all of our children and families had a wonderful summer break, enjoyed some quality time together and found some time to relax. The children have come back to school with lots of news and stories to tell but it is a credit to them and to their families how positively they have moved back into the school routines and taken the changes into their stride. It's almost like some of them are glad to be back!

We welcome 2 new members of staff this year. Miss Danby is a newly qualified teacher and is teaching our Nursery class this year. And Miss Hill our new receptionist. We are delighted to welcome them to our team.

Communication News – Our last newsletter in its present form



Langley Primary School app!

Starting this term we are using a different approach for communicating with parents and families. Firstly we will be continuing to use the Schoolzine app for mobile devices which allows us to send targeted messages to parents via their smartphones.

This year we will also be using 'Streamzine'. StreamZine allows the publication of news and events as it happens to our online news stream. We will be able to add a variety of content including images, videos, eForms, polls and surveys. From this news stream we will periodically publish mobile and tablet responsive eNewsletters from our news stream library. We will also be able to publish multiple news streams to represent individual classrooms or year groups and you will be able to filter news streams to your individual needs.

This is the last newsletter that will be sent via parentpay so please sign up to the SZapp if you haven't already. We will be shortly be sending you details of how to access our Streamzine news feed.

If you have any queries, please contact the school office and we will endeavour to help you.

Parking Permits

At our school we have about 50 parking spaces. There are at least 70 members of staff. We also have a full time private child care facility on site.

As per last year our policy will be similar to most other schools. **There will be no parking for parents on site to drop off or collect children**. Permits will not be issued except for truly exceptional circumstances which meet the following criteria:

Your child is unable to walk the extra 150 metres from the Friary car park (Child disability) or the extra 100 metres from St Bernard's Road (Child disability with blue badge).

If you feel that you fall in to this category above please make an appointment to speak to me and we can discuss possible solutions to the situation.

We will be unable to issue permits for:

- Parents who are unable to walk from the friary car park
(Drivers with blue badges can park legally on St Bernard's Road)
- Behaviour or other issues not associated with physical impairment
- Grandparents or other relatives
- The needs of siblings not attending our school

NB Cars will not be allowed onto the school site to drop children who are late unless it is because of a pre-arranged appointment.

School Uniform

The children looked very smart in their school uniforms this morning with lots of shiny new shoes and pristine jumpers. I'm sure they won't be shiny and pristine for long! However, please try to adhere to our uniform code which is on the last page of this newsletter.

NB

Please keep hair adornments small and in school colours. We do not allow extreme haircuts such as tramlines or 'hair tattoos'.

School ties are no longer part of our school uniform

Healthy Schools

We are delighted to hold a 'Healthy Schools' Award and we are committed to encouraging healthy attitudes in children. We have been asked by some parents about our policy concerning drinks in drinks bottles. We only allow children to bring water to school. Although sugar free drinks are available and they reduce the calorie intake in these drinks they are equally as bad for your children's teeth.

Please also remember to adopt a health conscious approach when preparing your child's lunchbox.

Safeguarding

We do not allow children to walk home alone until they are in the final term of year five and our policy is to only allow older siblings to collect children from school if they are 14 or older. Please make a request in writing for either of these arrangements.

Please read this extract from our safeguarding policy concerning uncollected children.

Please make sure that there are clear arrangements made each day for someone to collect your child at the correct time. Let us know as soon as possible if you are going to be late to collect your child.

Procedures for Uncollected Children

1. In the event of a child not being collected at the end of the school day, every effort should be made by the school to contact the parents and emergency contacts.
2. It is the parents' responsibility to ensure that contact details are up to date.
3. If contact with parents and emergency contacts cannot be established, and the child remains uncollected, the police should be contacted. This would normally take place within one hour of the original collection time.
4. If the parents are contacted but are unable to make arrangements to collect the child, then the appropriate children's services should be called for advice.
5. The child must be kept safe by the school until either collected by the parent or taken into social services care.
6. If non-collection or late collection is a regular occurrence, early help should be offered by the school in the first instance through a formal meeting with parents. If the situation does not improve, engagement with the early help service or a referral to the appropriate multi-agency safeguarding hub (MASH) might be considered if a wider picture of neglect is emerging. The child protection policy should be followed in such an event.

PE Lessons

Outdoor PE should be done in trainers as pumps do not support children's feet appropriately.

Also, tights should never be worn for PE. If legs are to be covered, then children should wear tracksuit bottoms.

Thank you for your support.

Kindness in our community

One of our school improvement priorities this year centres on children's and adults' physical and mental health and well-being to help us towards our school vision of *Happiness, Growth and Excellence for all*.

Much research on happiness suggests there are actions we can take to help us feel happier and more fulfilled. One of those actions is 'giving to others.' Inspired by this research and the powerful documentary shown recently on TV,

<https://www.youtube.com/watch?v=Xm2z5468htA>,

in which older people and four year olds were brought together, the school is building a relationship with Solihull Age UK. We will hold some fundraising events to support this charitable company but we hope to develop this, over time, so that we can bring the generations together in small ways to help, for example, alleviate loneliness.

I will share more information with you, as the relationship develops. Our first fundraising event will be on Monday 1st October 2018 '*Slip into Slippers for Older People's Day*.' For a £1 donation, children can bring a pair of slippers to school to wear throughout the day. (They will need to arrive in their shoes and wear those for playing out and going home please.)

Sue McCutcheon
Deputy Head

Mobile phone use

For safeguarding reasons we ask that parents do not use their mobile phones when inside the school building. If you are meeting with a member of staff in school, please turn your phone onto silent or switch it off, so that the meetings can be uninterrupted. Thank you.

Communication

On the first day of a child's absence from school, please remember to contact the school to notify us with a reason for their absence.



Medication in School

If your child has any medication in school, please ensure that you have completed a new consent form for the new term. No medication will be administered without a completed form. Only medication prescribed by a doctor will be administered by school staff.

Asthma Inhalers

As a parent, you MUST;

- Supply a separate inhaler for school
- Check it regularly by calling in
- Complete a consent form (available from the school office))

Mrs W Ellis

IMPORTANT - ATTENDANCE MATTERS

Summary of Action to Ensure Good Attendance and Punctuality

Please read this extract from our attendance policy especially the **highlighted sections** concerning court action and fines.

Absence

It is a parent's/carer's responsibility to contact school on the first day of a child's absence. On the first day of contact, parents will be asked to call the next day or every two or every three days, depending upon the reason for absence. If absence goes over a weekend, the school would appreciate an update call on Monday.

Escalation Procedure for Attendance That Causes Concern

In the majority of cases, parents' explanations that their child is ill can be accepted without question or concern. In some circumstances, further evidence of the child's illness may be requested.

Attendance is monitored regularly and attendance of 95% or below will be followed up by the school. **If a child's attendance was 90% or below in the previous year, medical evidence will be required during the first half term of a new school year to authorise absence.**

Attendance will be monitored towards the end of the first half term and action taken according to our escalation procedure.

Our escalation procedure is as follows:

98-100%	<u>Excellent. Accessing all learning opportunities</u> Awards and incentives are employed to reward excellent attendance
96-97%	<u>Good. Very few learning opportunities missed</u> Awards and incentives are employed to reward good attendance
92-95%	<u>Risk of underachievement</u> Letter 1 sent identifying concerns Attendance will be discussed at parents' evening
90-91%	<u>Severe Risk of underachievement</u> Letter 2 sent identifying concerns Pre-legal meeting arranged to discuss concerns and agree an action plan to secure improved attendance
90%or below	<u>Extreme Risk of underachievement</u> Pupil is registered as persistently absent Meeting with Headteacher and Educational Welfare Officer Action plan put in place to improve attendance Medical evidence required to authorise absence Legal action if 10 or more unauthorised absences

Medical evidence may be requested when -

- attendance is 90% or below
- frequent odd days of absence are reported to be through illness
- the same reason is given for repeated and frequent illness
- there is a particular medical problem and school need evidence to seek additional support or indeed to provide support
- there is a pattern of absence
- medical evidence has been requested by school and not presented
- there is no response to the school's request for reason of absence

Types of medical evidence can include –

- Bottles/packets of medicine prescribed by a doctor
- Copies of the prescription presented by a doctor
- Appointment cards
- Appointment letters
- Doctors' notes

Any unauthorised absences are referred to Solihull MBC and this may result in a Penalty Notice payable up to £120 fine for failure to comply with the law.

Parents are asked to make routine appointments for dentists, doctors or opticians outside of the school hours.

Procedure for requesting a planned absence

All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form and submit this to the school at least two weeks prior to the date required. Parent/carers are required to provide evidence of the exceptional circumstance and may be required to meet with the Head teacher.

If the headteacher deems that the reasons for the request are exceptional, and authorises the absence a letter confirming that the request has been authorised will be sent to the parent/carer.

If the headteacher deems that the reasons are not exceptional and the leave of absence will not be authorised, a letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent.

If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken, it will be marked as unauthorised on the pupil's register. If the trigger of 10 unauthorised absences (sessions) is met, then the absences will be referred to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.

Where a pupil has been granted extended leave of absence and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, his/her name may, following consultation with the Local Authority, be deleted from the admission register.

In all other cases of unauthorised absence accrued over time a Penalty Warning Letter will be issued by the Education Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at least 10 sessions of unauthorised absence.

A Penalty Notice may be issued, subsequent to a warning letter, if there is a further 5 sessions or more unauthorised absences.

Example of some reasons where an unauthorised mark may be given are:

- Not contacting school on the first day of a child's absence.
- Late without a valid reason.
- Leave of absence request where the Head teacher unauthorises it.
- When medical evidence has been requested by school and not presented.
- Not responding to school's request for reason of absence

Punctuality

Children must attend on time to be given a present mark.

9.00 am	Nursery children must be in school
8.40 am	Key Stage 1 and Key Stage 2 children must be at school in time to go to class for registration.
8.50 am	Register is taken Children arriving after 8.50 but before 9.10am receive a late mark (Code L: Late arrival before the register has closed).
9.00 am	Gates are locked. Children arriving at school after the gates are locked must report to the school office.
9.10 am	Registers are closed. Children arriving after this time will have received an absence mark (Code N: No reason yet given for absence).

Lateness is monitored regularly and followed up by the school. Where a pattern of lateness or cause for concern is evident, the school will in the first instance contact parents to discuss the lateness and to seek an improvement.

If the situation does not improve lateness may receive an unauthorised absence mark.
(Code U: Late arrival after the register has closed)

In cases of unauthorised absence accrued over time a Penalty Warning Letter will be issued by the Education Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at least 10 sessions of unauthorised absence.

A Penalty Notice may be issued, subsequent to a warning letter, if there is a further 5 sessions or more unauthorised absences.

Comment [JC1]: Is this sequence of codes correct?