

Sherwood Primary School NEWSLETTER

01/12/17



Dear Parents and Children,

Winter through literature is the theme for our displays this term. The children have produced some fantastic writing and artwork, all inspired by literature. Well done to all the children and our creative staff - School looks fantastic!

The following policies were approved at our Full Governing Body meeting this term and are available to view on our Website:

- Safeguarding
- Homework
- Volunteer
- Attendance
- SEND

I thank you for your continued support with regular attendance and good punctuality. I often receive questions, with regards to our absence procedures and our policy on leave in term time. I have therefore taken key parts from our policy and enclosed this for your information.

It is certainly feeling festive in school now and we are very much looking forward to sharing our Nativity, Key Stage 1 performance and Carol Concert with you. Please remember to request your tickets for the Nativity and performance through the school website/app.

Mrs J Lumb
Headteacher



NEXT WEEK AT SHERWOOD

Tuesday 5th December: Year 3 French morning with Miss Wozniak, Broughton High

Wednesday 6th December: Netball Skills for Year 5 at Preston's College from 4.00 – 5.30 p.m.

Thursday 7th December: Year 3 Assembly for Parents at 9.00 a.m. and Year 1 visit to see the Gruffalo at the Lowry – have a lovely time Year 1.

BASE

BASE booking forms will be available after school on Monday 4th December from BASE or the school office. Please complete and return with payment. Please note that all regular booking requests will be considered before flexible booking requests. Booking for the whole term is required please to secure your child's place. You only need to pay for the half term but may pay for the whole term if you wish. Thank you.

CHRISTMAS PARTIES

Our Foundation, Years 1 and 2 Party is taking place on Friday 15th December.

Years 3 and 4 – Monday 18th December

Years 5 and 6 – Tuesday 19th December

Your child may wear party clothes on the day of their Christmas Party.

PARTY FOOD – YEARS 3, 4, 5 AND 6

Just a reminder that if your child normally brings a packed lunch they can have a school meal on the day of their party. The cost is £2.20, payable via ParentPay. Payment is due by 1st December. Thank you.

All children in Key Stage 1 will have a special party lunch as normal.

YEAR 5 EDUCATIONAL VISIT

Our Year 5 pupils are visiting the Catalyst Museum on Tuesday 12th December.

CHRISTMAS LUNCH

Our Christmas lunch is taking place on Wednesday 13th December. Thank you to our fabulous team in the kitchen for all of their hard work at this busy time of year.

YEAR 1 ELF DAY

Year 1 Elf Day is on Friday 15th December. We all look forward to seeing our little Elves working busily in our Year 1 unit to get ready for Christmas.

END OF TERM

Wednesday 20th December at 2.00pm.
BASE closes at 4.30pm.



Year 1 and Year 2 Performance

Our Year 1 and Year 2 performance is taking place on Tuesday 12th December at 2pm and 6pm. Please request tickets using the online form in our parent area/school app.

Foundation Nativity

Our Foundation Nativity is taking place on Thursday 14th December at 2pm and 6pm. To request tickets for the performances, please complete the online form in our parent area/school app. We very much hope that your close family will also be able to join us.

Carol Singing

Year 6 will be singing Carols at Sherwood Lodge and Sherwood Court Nursing Homes on 14th December.



SHERWOOD CLUBS

The following Clubs have now finished:-

Years 5 & 6 Rugby

Years 5 & 6 Football

Years 3 & 4 Football

Years 3 – 6 Girls' Football

It is the last session of Multi-skills club next week for Year 1.

The last sessions for Tennis are Thursday 14 December for Years 3 and 4 and Friday 15 December for Years 5 & 6.

SHERWOOD PRIMARY SCHOOL

ATTENDANCE POLICY



Absence

If your child is absent please:

Contact us as soon as possible on the first day of absence, either by phone, leaving a message on the answering machine or you can call into school and report to reception.

If you leave a message on the answering machine, we may still contact you by telephone to clarify the reason for absence. It would therefore be helpful if you could give a specific reason for absence rather than using the term 'unwell'.

Punctuality

The school day starts at 8.55am and we expect your child to be in class at that time. The afternoon session starts at 1.00pm and again, prompt attendance is expected. Registers are marked by 9.00am/1.05pm and your child will receive a late mark if they are not in by that time.

At 9.25am/1.15pm the registers will be closed. In accordance with regulation, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a penalty notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the head teacher and/or a member of the senior leadership team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Leave in Term Time

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time. There is no automatic entitlement in law to take leave during school time.

All applications for leave must be made, in advance, by the parent of residence using the 'Request for leave of absence' form, available from the school office. It is important that parents understand that leave in term time will not be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. In considering the request we will also look at various factors such as:

- The timing of the request.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already a cause for concern, or could become concerning, as a result of taking leave. For example: If attendance is already below 97.5% or the absence will impact on this.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a penalty notice.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member). Parents must request any additional leave in advance and this can only be authorised if it is felt that exceptional circumstances apply.

Use of Penalty Notices

Our school may request the Local Authority to issue Penalty Notices in respect of unauthorised absence, in accordance with the local Code of Conduct.