



WEST ST LEONARDS PRIMARY ACADEMY

September 6th 2019

Welcome to pupils returning to West St Leonards and those who are joining us for the first time this academic year. We hope that everyone had a great summer .

Please take a few moments to read this newsletter to re-familiarise with the procedures we use to help our academy run smoothly.

Please remember that the doors open at 8:45am, this gives children plenty of time to hang up their coats and walk to their classroom, ready to learn at 8:55am. It is imperative that children are not late for classes as this can be upsetting for your child and disruptive to the others in the class. We will be doing random late sweeps throughout the year to monitor persistent lateness. Please ensure that your child knows their collection arrangements at the start of the day, please do not make calls to the office to confirm changes except in an emergency. If there is a change in arrangements please write a note for your child to give their teacher in the morning.

School Uniform Reminder: The uniform consists of grey trousers, shorts or skirts, white polo shirts, and school jumper, green and white summer dresses, white, black or grey socks and black shoes or unmarked all black trainer with black soles. The only jewellery to be worn consists of small stud earrings that must be either taped over or removed for PE by the pupil. No other jewellery is permitted. No extreme hairstyles i.e. shaved patterns or coloured hair. Large bows are not permitted. All pupils should bring a waterproof coat to school every day or keep a fold up mac in their book bag. Please ensure your child has their PE kit in school at all times and that property is clearly named. Pupils and parents are responsible for ensuring that children have the correct equipment with them each day, ready for school. Phone calls home will not be made for forgotten items.



Dates for Diary

September 17th and
18th at 9:00 a.m.:
Year 1 Stay and
Learn Phonics
drop in

September 20th Roald
Dahl Day—Come
to school dressed
as your favourite
Roald Dahl char-
acter. £1 donation
requested.

September 23rd and
24th: at 2:30 P.M.-
Reception Stay
and Learn Phonics
Drop in

September 30th 3:15 —
4:00 p.m. : Whole
School Informal
drop in—your chil-
dren will show you
around their class-
room.

October 2nd at 9:00
a.m. Year 2 Stay
and Learn Read-
ing

October 2nd 9:00 –9:30
a.m. Doves Tea
and cake morning



PROCEDURES

Problems/Concern Procedures

If you have a problem please contact us so we can help. Your child's safety and wellbeing is important to us. If you have a concern regarding your child, please follow the protocol outlined below to ensure continuity of service.

Foundation/ Year 1 Concerns: Speak to your child's teacher first; if the issue is not resolved ask to speak with Mrs Toth EYFS/ Year 1 Team Leader.

Year 2/ 3 and 4 Concerns: Speak to your child's teacher first; if the issue is not resolved ask to speak with Mrs. Gorman Year 2, 3 and 4 Team Leader.

Year 5 and 6 Concerns: Speak to your child's teacher first; if the issue is not resolved ask to speak with Mr Elvy Assistant Principal/ Year 5/6 Team Leader.

If you feel your query/ concern is something that will require more than a quick chat at the door at the end of the day then please write a note to your child's teacher to request an appointment. Staff will endeavour to reply to your request within 24 hours of receiving your letter. Please note that messages to the teacher should not be written in reading records unless it is to do with reading.

Upper KS2 Lockers

As previously mentioned at the end of term the upper Ks2 Stage pupils now have lockers for their belongings. During wet days the children will be able to hang their coats on pegs but otherwise they are to go in their lockers along with their bags, PE kit and other belongings.



Cloakrooms

All other children have coat pegs where they also hang their small PE bag. We do not have room for rucksacks and larger bags.

Classroom Activities

From time to time classes may use creative scenarios as part of the children's learning. This may include things such as investigative work and report writing after an incident such as a bear, dragon, polar bear or monkey having 'visited' the classroom. This is a fun way for children to think about their writing in a new way they may have not explored before.



Collection Forms

The children will be bringing home collection forms for your completion. Please list everyone who may have permission to collect your child at the end of a school day and return the form to your child's teacher.

If the person arriving is not on the list then your child will not be released to them. Any changes in collection arrangements should be written in a note to your child's teacher.

Health and Safety

Please help us to keep our school site safe and keep children on the pavements at all times, once parents collect their child they are responsible for their wellbeing.

Parking on the school site is as follows:

Due to limited spaces in our car park only parents/carers of children in our facility are permitted to pick up and drop off in the car park. Parent who do have access should pick up and drop off promptly so that access is assured for emergency vehicles. During the day access will be given to parents if they are collecting their child if they have become ill during the school day. Parents collecting children from after school clubs are asked to park off site. If you are bringing your child to Breakfast Club you must park off site and accompany your child onto the school site. Please ensure that you are not blocking a vehicle gate when dropping off or collecting your child.

School Attendance

Information for Parents

School gives your child a wide range of experiences in the form of academic lessons, educational trips and clubs. The more your child is in school the more they increase their opportunity to fulfil their potential. School can also help your child's social skills, such as making and keeping friendships. A regular and punctual attendance pattern will help your child when they enter the world of work.

Parent/Carer Responsibilities

The links between attendance and attainment are clear. Regular attendance means your child can make the most of their education, improving their chances in adult life. In order to achieve their full potential we expect all West St Leonards pupils to maintain attendance of at least 96%. Parents/Carers can help by:

- ◆ Ensuring contact information (addresses and telephone numbers) is kept up to date
- ◆ Ensuring your child arrives at school on time (before 8.55am), properly dressed and prepared for learning
- ◆ Contacting the Attendance Office on 01424422080 on the first and any subsequent days of absence stating the reason for the absence and when your child is likely to return.
- ◆ Where possible, please try to arrange medical and dental appointments out of school hours. If this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment (preferably after 2.30pm)

Every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Reducing illness days

If your child is saying they do not feel well and you are unsure about whether a day off is necessary please send them to school. If they are ill whilst at school we will ring you.

When deciding whether or not your child is too ill to attend school, it is worth considering the following questions:

- ◆ Is my child well enough to do the activities of the school day?
- ◆ Does my child have a condition that could be passed on to other children or school staff?
- ◆ Would I take a day off work if I had this condition?

Holiday in Term Time– Unauthorised and may lead to a fine

PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME

Over a year your child is in school for just 190 days, this means there are 175 days set aside for weekends, holidays, family visits and days out. A Principal is only able to agree a withdrawal from learning application if it is for exceptional reasons. These do not include trips to visit family and friends, cheaper family holidays, your child's birthday or tickets to events. By law you must ask for permission for your child to miss school. You can request "leave in term time" for your child using a request form available at the Academy office. Parents who take a child of compulsory school age on holiday without permission from the school may be issued with a penalty notice. If a penalty notice is issued it will be to each parent for each child taken out of school and this is a fine of £60 which increases to £120 if not paid within the first 21 days.

A 2 week holiday in school time means your child has approximately 50 hours of missed work to catch up on. Teachers do not set or mark work for children taken out of school.

Thank you for your support with this matter and please do not hesitate to contact the academy office if you require further information.

