

Website: Date: 6<sup>th</sup> September 2024

[www.audleycominfschool.co.uk](http://www.audleycominfschool.co.uk)

# Mrs Nelson's News!

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Headteacher: Mrs H Nelson

Hello families

What a brilliant start to our new school year. Parents and carers, you have done an excellent job preparing our children for school. The children are settling down quickly into new routines. They love to learn and show us this every day. Do not worry if your child is still hesitant or upset. It may take a little more time but together we will get there. This newsletter will contain some quick reminders of school procedures. You already know that attendance is important and school are persistent in ensuring your children are in every day. There are new government rules and regulations that we will make you aware of in the coming days. As always, if you are unsure, call us. Have a great weekend. Mrs Nelson

## School Start and Finish Times:

### **Nursery:**

Doors open at 8:50 am

Doors close at 9 am

Nursery staff will not open the door after 9:05 am. If you are late, you must come to the main school office.

**All children must be collected by 12 pm**

### **Reception:**

Line up on the playground at 8:45 am

Children in class at 8:50 am

Doors and gates are locked at 8:55 am. You must come to the school main office if you arrive after 8:55 am.

Do not knock on classroom doors as class has started.

**School ends at 3:05 pm for Reception pupils**

### **Year 1 and Year 2:**

Line up at 8:40 am

Children in class at 8:45 am

Staff will remain on the MUGA until 8:50 am. If you arrive after this time you must come to the main office.

It is best if children line up and enter with their class. This is the routine that we want for all of our children. Please be on time.

**School ends at 3:15 pm for Year 1 and Year 2 pupils**

## Jewellery

Please remove all jewellery from your child for school. This includes earrings, necklaces, rings and bangles. We will call you to come and remove them if your child arrives with jewellery and in particular, earrings.

## PE

Please ensure that your child has a PE kit. PE is a statutory subject and all children must participate. They need appropriate kit to do this, pumps, shorts or leggings and a white t-shirt.

## Absence and change of adult collecting your child:

If your child is ill and cannot attend school, you must call school before 9am. You will have the option to leave an absence message or you can speak to a member of office staff. We will call you if we do not hear from you.

If someone else is collecting your child at the end of the day, you must let school know in good time. We will not hand your child over to an adult that you have not told us about. This can cause issues. Please let us know.

We will not let your child go home with someone who we suspect or know is not at least 14 years old. Please ensure that you send someone who is 14 years and older to collect your young children.

## Parents Meetings

Year 1 parents meetings take place next week. You will receive a letter advising you of meeting days and times. Reception and Year 2 meetings will follow soon. Do try and attend the meetings as you will gain information about your child's new year group, routines, expectations and curriculum. Please do not bring young children with you. Teachers will share lots of information with you. You need to be able to listen without distraction.

## Extended leave from school

I do not authorise any extended leave from school. If you take your child out of school and they are of compulsory school age, for 5 days or more, you will be fined. This is currently £80 per parent/carer. We will be sharing information with you about attendance and the new Government procedures for ensuring good attendance in the coming days.

## Celebration Stars

**2Walliams: Sumaiya** - for her super work in Science about the different stages of the human life.

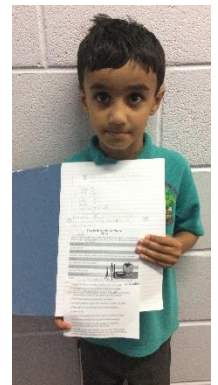
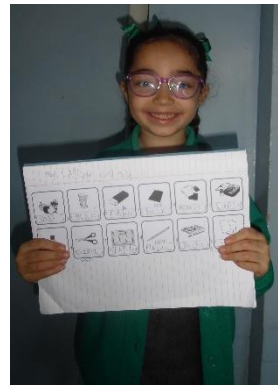
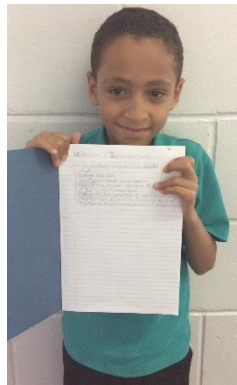
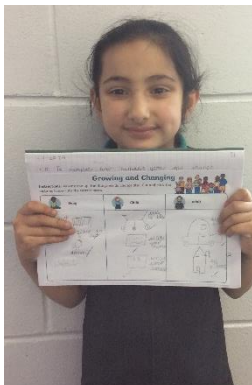
**2Dahl: Omar** - for a fantastic start to our learning in Year 2.

**2Morpurgo: Mustafa** - for his fantastic English learning this week.

**1Jeffers: Kiah** - for using her phonics in her writing and remembering tricky sounds.

**1Browne: Maryam** - for a fabulous piece of writing about her holidays.

**1Aesop: Aminah** - for working hard and doing some fantastic art work.

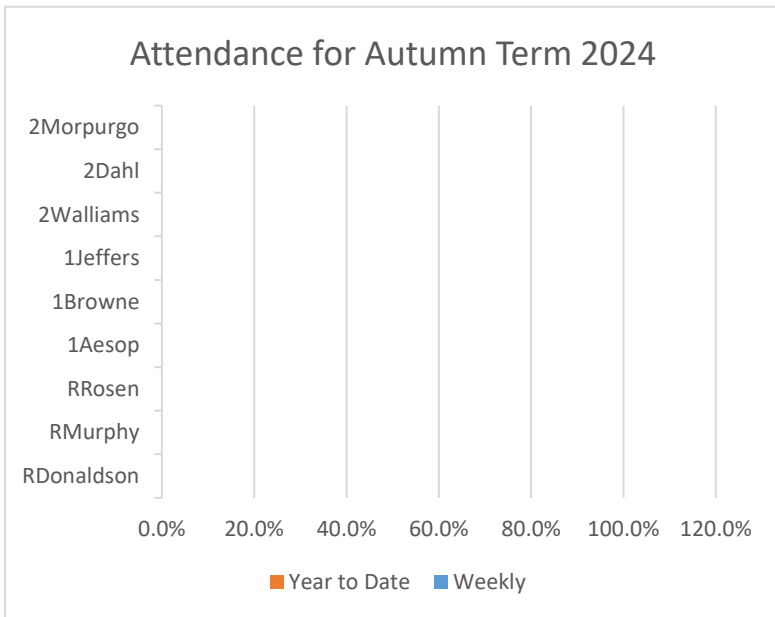


## Attendance News - Week Ending 06.09.2024

We aim for our children to have at least 96% attendance in a year. This will ensure that they have the best opportunity to learn. We know that there are often genuine reasons for absence. I have included some reminders of our requirements around attendance.

- Please call school before 9am each morning that your child is absent. If you do not then Mrs Johnson will call you. She spends a significant amount of time calling parents in the morning. This time could be best spent supporting families and children. You can leave a message or hold to speak to a member of office staff.
- Absence is not authorised if your child is off for a period of time without medical evidence. Mrs Johnson will advise you when you call.
- Routine appointments are not authorised during the school day. We will only authorise emergency appointments.
- Extended leave is not authorised under any circumstance. I cannot agree to pupils being taken out of school for any reason. As a Headteacher, pupils learning will always take priority.

We will do everything that we can to support you to improve your child's attendance. In the event that it does not improve then you will be at risk of a fine. Education is free. Our children attain in line with or better than pupils nationally. Let us teach them! Bring them to school every day.



### As a Parent/Carer you have a responsibility to:

- Ensure that your child attends school on time, every day that school is open.
- Contact school each day before 9am for any absences, with the reason for absence.
- Ensure that your child is collected on time at the end of the school day.
- Inform school if someone else is collecting your child who is not known to us.
- Ensure school has up to date contact details.

### Lates

- You must be on time every day for school, be ready on the yard or for reception at the blue gates at:
- Reception - 08:45am.
- Year 1/Year 2 - 08:40am.
- Being late has a serious impact on your child's learning and disrupts the other children in their class.
- Breakfast Club is open from 8am daily and is free of charge. All children receive breakfast. You do not need to book. Breakfast closes at 8:25am.

