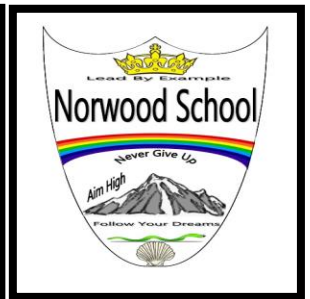


# Norwood Primary School

## NEWSLETTER

January 2016

Head Teacher—Mrs D Reynolds



### **Welcome Back**

We hope that you all had a good festive break and would like to wish you all a Happy New Year. We are looking forward to a successful 2016 at Norwood and appreciate the continued support from members of our parent body.

### **Christmas Jumper Day**

Thank you to all those who came to school on Friday 18<sup>th</sup> December and took part in Christmas Jumper Day in aid of Save the Children. An incredible amount of £201 was raised.

### **Attendance/Lateness**

At Norwood we monitor attendance and late arrivals of our pupils and work very closely with our Local Authority Attendance Officer.

The number of children who are regularly arriving late for school in the mornings has increased already this term. At the start of the day we open our classroom doors at 8.45am. The doors will close at 8.55am and all children who are arriving after this time are late and a late mark is recorded for that child on the register. A pupil arriving after 9.15am will receive a 'U' code (arrival after the registers has closed) and is an unauthorised late mark and will count against a child's overall attendance percentage. This may also mean that parents/carers could face the possibility of a Penalty Notice if the problem persists. Children arriving late to school will need to be signed in at the school office by an adult.

Please contact the school office if there are particular circumstances that we need to know about regarding why a child is not getting to school on time.

We will make contact with parents/carers by letter if we are concerned about either lateness or poor attendance. Some parents have already been sent letters.

If poor attendance/lateness continues this could instigate involvement of the Local Authority Attendance Officer in requesting a meeting to discuss the concerns.

Regular and punctual attendance is a legal requirement and essential if pupils are to make the best use of their time at school.

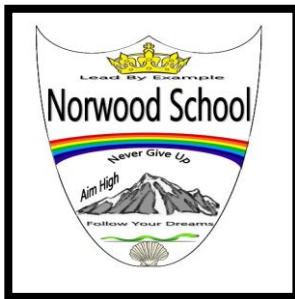
It establishes good habits, enables them to keep up with the work and also maintain regular contact with their friends. Poor attendance creates the problem that having missed lessons they find it harder to understand subsequent work.

### **Medical/Illness**

The only medication allowed for pupils are asthma inhalers, allergic reaction medicine, prescribed medicines requiring four or more doses daily. Only parents/carers are to bring medication to the school office and consent forms will need to be signed. All medicine brought to the school office must be in the bottle in which they were dispensed clearly labelled with the child's name, the dosage and frequency of dosage.

If your child is unwell and unable to attend school please contact school on 574717 by 9.00am to let us know on the first day of absence. There is an answer machine on which you can leave a message if no-one in the office is available to take your call. When the school office has not received a message for reason of absence on the first day, they will endeavour to contact parents/carers to check the safety of the child. As part of our Safeguarding Procedures, if the school office is unable to make contact with parent/carer or other emergency contact we will do a safe and well care check and this can involve the police being contacted.

Please remember that if your child has sickness or diarrhoea they must be kept off school for a **minimum of 48 hours** from the last bout of sickness or diarrhoea. This is to reduce the risk of infection to other children and adults at school.

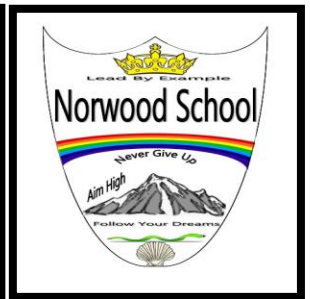


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Can we also remind parents/carers that if a child has a medical appointment during school hours, the school office will need to be provided with the appointment card/letter/text.

### **Health & Safety Inspection**

Our Health & Safety inspection was carried out by the Local Authority last week and we would like to pass on to our parents/carers that Norwood passed this with flying colours.

### **Garden Access**

Just to reiterate the text message that went out to parents/carers regarding the school garden will no longer be accessible as a thoroughfare at the start or end of the school day. Thank you for your cooperation with this.

### **Cold Weather**

Again can we remind parents/carers that with the cold weather to make sure all pupils come to school with a coat and suitable winter wear (scarves, hats and gloves).

### **PE Kits**

Please ensure your child has both indoor and outdoor kit in school with them all week. PE kits should be in school on Monday and taken home on Friday of each week to be washed.

Stud earrings (only) are allowed in school, which will have to be removed by the child or covered with a plaster (provided by home).

Children with long hair will need to have it tied back for safety reasons.

For gymnastics sessions only shorts can be worn, no leggings or jogging bottoms allowed.

### **Contact Details**

All correspondence from Norwood Primary School is communicated by email or text. Please inform the school office if your contact details change. This will ensure we are able to contact you in case of emergency and you receive all electronic communication.

**Please can we request that you check your emails daily so no important letters are missed.**

### **Free School Meals**

The government initiative of Pupil Premium is still very much an important focus for schools. Each child entitled to Free School Meals/Pupil Premium triggers extra funding for schools to target additional support and enhance provision. Free School Meals (FSM) and Universal Infant School meals (UISM) (available only for Reception & KS1 pupils) are not the same thing. The number of children qualifying for FSM dictates the amount of Pupil Premium funding paid to schools whereas UISM school funding is received purely to cover the cost of meals taken by children on a given day. If you think you may qualify for FSM and have not completed a form, please contact the school office.

### **Term Dates 2015-2016**

#### **Spring Term**

**Half Term** Monday 15<sup>th</sup> February - Friday 19<sup>th</sup> February 2016

**Term Finishes** Wednesday 23<sup>rd</sup> March 2016

#### **Summer Term**

**Term Starts** Tuesday 12<sup>th</sup> April 2016

**May Day** Monday 2<sup>nd</sup> May 2016

**Half Term** Monday 30<sup>th</sup> May – Friday 3<sup>rd</sup> June 2016

**Term Finishes** Friday 22<sup>nd</sup> July 2016

#### **Autumn Term**

**Terms Starts** Wednesday 7<sup>th</sup> September 2016

**Half Term** Monday 24<sup>th</sup> October – Friday 28<sup>th</sup> October 2016

**Term Finishes** Wednesday 21<sup>st</sup> December 2016