



Arden Forest Infant School

www.ardenforest.warwickshire.sch.uk

September 2024 Newsletter : No 1



Head's News

Dear Parents and Carers,

Welcome Back! We have had a delightful first week back at school and are proud of well the children have transitioned into their new year groups. It has been very calm and smooth and this is down to the work that took place in the summer term to help the prepare and ready the children for the change.

On Thursday, we welcomed our new Reception pupils who have begun their carefully planned transition, starting with some Stay and Play sessions, building towards a full time timetable by the end of next week. These arrangements help the staff get to know all of the children as well as the children build relationships with each other and staff. This is no mean feat as this years' in take have come from more than fifteen different settings!

This week, we implemented our new lunch time arrangements. The changes have been very successful, the hall is much quieter and calmer as well as a more welcoming environment for eating food.

As always, it is going to be a busy term, with lots of important events. Please read any newsletters or communications carefully. We look forward to seeing KS1 parents/carers at the Parent Information Meeting on Wednesday.

Kind regards,

Mrs R Gunn, Headteacher

SCHOOL START AND FINISH TIMES.



Gates open	8.25am
Classroom doors	8.30am
School day starts	8.35am
Registration ends	8.45am
Break time Year 1	10.25 - 10.40am
Year 2	10.45 - 11.00am
Dinner time	12 - 12.45pm
Afternoon start	12.45pm

Bikes & Scooters

Can we please make sure that children **do not** ride their bikes or scooters when they arrive on the school grounds.

This is to avoid accidents when there is high mobility on the school grounds.



Parent Parking

The church "Our Lady of the sacred heart" informed us that the church car park is no longer available to parents. Parking is still available in Weston Hall car park, for which we are appreciative of.

A gentle reminder that parking on school site or in front of the school gates is not permitted due to fire safety precautions.

Dropping children to the classroom continues to follow the one-way route on to the playground and around the school, this facilitates and ensures health and safety measures are adhered to.

Please allow enough time to arrive before gates close at 8.33am.



Edulink

Please make sure that you have updated **Edulink** with your child's details.

Go to Update Information—your name will appear— beside your name there will be 2 arrows - click—your child's name will appear & Update.

Details required are as follows

- Parents contact details—name, mobile number & address.
- 2 emergency contacts with addresses, phone numbers and relationship to child.
- Your child's Doctors phone number & address
- Your parental consent
- Your child's Ethnicity.
- Dietary & Medical needs



If you have any problems please call into the school office.

School Clubs

We have a few space left in the following afterschool club.

Monday—Short Tennis—12 spaces left -£5.00

Tuesday—Gymnastics—**Full**

Wednesday—Dance— 2 space left—£5.00

Thursday—Multi-sports—2 spaces left—£5.00

Friday—Create Club—7 spaces left—£6.50 each week

Please call into the office if you would like your child to attend a after school club to make payment.

Nut Free School

Be aware that Arden Forest Infant school is a NUT FREE SCHOOL.

We have children and staff with nut allergies and they carry Epi-pens .

Please help the school to stay safe and do not use any products containing nuts.



Useful Diary Dates



23rd—27th September— KS1 Taking care/Protective Behaviours week.

Tuesday 24th September— SEN Coffee Morning—Doors open for Tea & Coffee 8.45am.

Friday 27th September—MacMillan Coffee Morning 8.45

Tuesday 1st October—Individual Photographs (Tempest)

Monday 7th October—Flu Vaccinations—Whole school

Wednesday 9th October—Community Breakfast

Monday 14th October—Reception- Parents Interviews (**info to follow**)

Wednesday 16th October—All classes—Parents Interviews (**info to follow**)

Thursday 17th October—All classes- Parents Interviews (**info to follow**)

Thursday 24th October “**SPOOKTACULAR**” 4.30pm (**Info to follow**)

Class Emails

You can communicate with the class teacher via email. Please use the following emails if you wish to ask a question or notify the class teacher of something. Teachers will get back to you within three working days. Therefore if it is urgent, please contact the office via email or telephone.

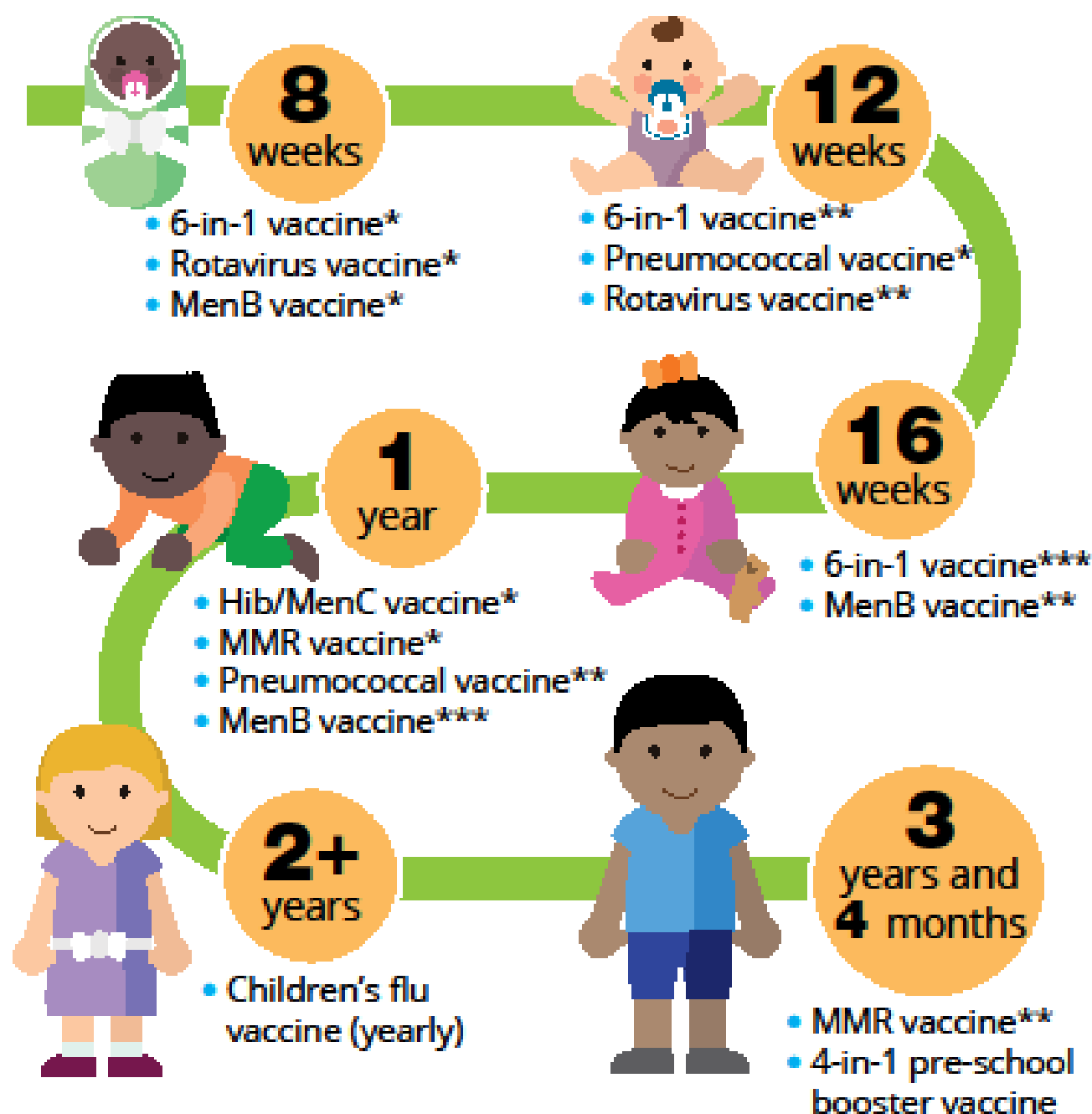
Please include your child's full name in the email as sometimes it is difficult to identify the pupil if parents have different surnames to their child.

RA – Mrs Amos	RAclass@welearn365.com
& Mrs Robinson	RAclass@welearn365.com
RB – Mrs Winfield	RBclass@welearn365.com
1A – Miss McGee	1Aclass@welearn365.com
1B – Miss Ashby	1Bclass@welearn365.com
2A – Miss Wallace	2Aclass@welearn365.com
& Miss Sargent	2Aclass@welearn365.com
2B – Miss Gailey	2Bclass@welearn365.com
Office -	admin2630@welearn365.com





Your child's vaccine schedule



* first dose, **second dose, *** third dose

6-in-1 protects against diphtheria, tetanus, whooping cough, polio, Hib and hepatitis B

4-in-1 protects against diphtheria, tetanus, whooping cough and polio

Follow your child's vaccine schedule
to protect them against illnesses

Stick this
timeline up as a
useful reminder



- Childhood illnesses like measles and whooping cough are rising
- These illnesses can make children very sick, leading to hospital stays or lifelong problems
- If your child is not vaccinated, they are not protected
- It's important that vaccines are given on time for the best protection. Some need booster doses later too
- Check your child's red book or speak to your GP practice to see if they have missed any
- You can still catch up on most missed vaccines
- All the childhood vaccinations are free. As children grow up, they will be offered more vaccine appointments, right up until they are teenagers. Some vaccines are offered at school
- Vaccinations offered by the NHS are thoroughly tested to assess how safe and effective they are. All medicines can cause side effects, but vaccines are among the very safest.
- Research from around the world shows that immunisation is the safest way to protect our children's health

Are your child's vaccines up to date?
Book now at their GP practice

LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent [ie the parent with whom the child normally resides](#).

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.

Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.

Notice for parents

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that **Arden Forest Infant School** keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

- Pupil's full legal name (and if appropriate, their preferred name).

- The name, address and contact details of every person known to the school/academy who is a parent* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).

- The name, address and contact details of any additional parent*.

- Any other emergency contact details.

In order to gather this information, every year we send out data collection forms. Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

Arden Forest Infant School requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

N.B. *The Education Act 1996 defines a 'parent' as a). any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural parent, has care of a child or young person.

Attendance

Good attendance can positively impact on your child's progress and development and vice versa for poor attendance.

National statistics from the DfE show that across the academic year 2022/23, 22.3% of pupils missed 10% or more of their possible sessions and were therefore identified as 'persistently absent'. For a child to be identified as 'Persistently absent' means that they will have missed 10 days in a full academic year. Attendance is also a part of our **Safeguarding duty; therefore, any absence can result in a home visit.** Please also be mindful not to encourage your child to lie about the reason they have been absent, as this is known to cause great anxiety in children. The children will almost always be honest and tell us if they have been on holiday, as they are too excited to share their experiences with the staff!

An updated Attendance Policy will be readily available over the coming days.

Please be reminded that if your child is ill, and will not be attending School, you will need to contact the School Office on 02476-315913 before 09:30. If you phone prior to 08:30, please leave an answerphone message stating your name, your child's name and the reason for absence.