



West Acton Primary
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Head Teacher: Ms K Kondo

1st May 2019

Dear Parents/Carers,

Re: Summer Housekeeping Letter

I can't believe that I am writing the summer housekeeping letter already – one because of the wet weather we have just had and two, simply because time is flying by so quickly!

Unfortunately, our attendance figure for the last week of term was extremely low – under 92% which would be an Ofsted concern but also means that pupils were not in school. I have included reminders about attendance in this letter and would appreciate your cooperation and support with this important matter. Thank you to those parents/carers who always make medical/dental appointments outside of school hours.

You will also find key dates for events that will be happening during the Summer Terms - please do make note of these and we look forward to seeing you at as many as possible. We have a lot planned for pupils and parents!

Pupil reports will be given out on Monday 8th July and the class teachers for next year will be announced then too. For the majority of cases the classes will remain the same next year.

We are continuing to work on our future vision and values for West Acton and the new website (I hope it will be up and running soon) along with some updated policies. I will keep you posted. Finally, I am looking forward to the new signage going up on Noel Road this term.

Thank you to those of you who take the time to share your views, talk to me or even just say hello – I look forward to working with you and your children for this final term of the school year.

Yours faithfully,

Karen Kondo
Headteacher

Communication

Please do remember that there is a comments and suggestions box in the main reception.

If you need to speak to your child's teacher, the year group leader or another member of staff this will most likely need an appointment or to be after school. Sometimes you may want to inform us of something urgent.

There will be small forms in the office for you to complete if you need to speak to a member of staff. This will mean that you don't need to explain why you want a meeting therefore saving time meaning the office staff can respond to queries or calls quicker.

	
Meeting Request Form	
Child's name and class _____	
Parent/Carer requesting meeting name _____	
Telephone number /email address _____	
Who would you like to speak to/ meet? _____	
What you would like to speak/meet about? Please give brief details.	

Have you already spoken to someone about it? If so who? _____	
Date _____	Thank you.

Attendance matters!

We want to make sure that children in our school get the best chances in life. Good attendance is one of the main factors in determining your child's future and opportunities in life.

It is important that your child develops good attendance habits right from the start. Good primary school attendance is fundamental to all future learning.

The school and parents/carers have a duty to ensure that all children receive the best possible education; this also means ensuring regular and punctual attendance. Regular attendance helps children feel more secure in school and develop their friendships, as well as mean they have more learning time.

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost.

At West Acton we adopt a 'FIRST DAY CONTACT' with regards to attendance:

- If your child cannot come to school, we expect you to call or email us on the first day of absence. This number is connected to an answering machine, so you are welcome to call out of hours as well. **0208 992 3144** or via email admin@west-acton.ealing.sch.uk
- If you do not report your child's absence on the first day of absence, we will follow up unexplained absences by phone calls and letters as soon as possible. The absence will remain unauthorised until we receive a valid reason for absence.
- If your child has a Medical appointment please ensure the school are given prior notice and appointments cards/letters are brought to the office for your child's file.

Attendance Information - reminders

1. Vomiting and Diarrhea

Children suffering from Vomiting or Diarrhea should not return to school until they have had 48 hours at home with no sign of illness. We appreciate your support with this matter.

2. Medical/Dental Appointments

Routine medical appointments should not be made in school time. If they are emergencies or are unavoidable (hospital appointments) and are local we will expect children in school for registration where the appointment is after 10.00am. If the appointment is not local, children will be expected to attend at least the morning or afternoon session, depending on the time of the appointment.

Notice and evidence of appointments should be given to the Attendance Officer. Failure to supply evidence will result in an unauthorised attendance mark. A full day off for a medical appointment will not be authorised unless the treatment your child has received has made it difficult for your child to return to school.

3. Term Time Leave

Term Time leave will not be authorised unless the circumstances are exceptional. Please note a fine may be issued by the Local Authority if there is reason to believe that your absence is not of a genuine sickness or other absence. A term time leave request form must be completed prior to booking flights/ taking time off. Forms are available from the school office.

4. Illness of other family members

If a parent or sibling is unwell and you are unable to get your child to school he/she will be marked as unauthorised. For funerals, only the day of the funeral will be authorised.

5. Authorised and unauthorised absences

The registers are marked in the morning and afternoon, using an online system. All absences are letter coded. If you do not contact us when your child is absent, we use 'N' (which stands for 'no reason provided') this is classed as an unauthorised absence. It is therefore very important that you inform us about the reason for your child's absence, to avoid unauthorised absences!

We always try to deal with problems sympathetically, so if there is a compassionate reason for your child's absence, please let us know and we will offer to help and/or advice.

6. Frequent and/or unauthorised absence

We are required by law to report poor attendance to the LEA and we have an Education Welfare Officer attached to our school, Alison Mornix. Alison meets with our school attendance officer Fatemeh Ghaderi on a monthly basis to discuss children with below average attendance.

Our first step is always to contact you to inform you of your child's attendance issues and make you aware that your child is being monitored. However if there is no improvement, in your child's attendance you will be referred to Alison Mornix, who will contact you directly.

7. Examples of unauthorised absence include:

- Waiting for the gas man or a delivery.
- Sleeping in after a late night/tired
- For any type of shopping
- Looking after brothers, sisters or unwell parents (an exception to this might be where a child is looking after a disabled parent)
- Minding the house
- Birthdays
- Relatives visiting or visiting relatives
- Holidays

Please note; absences during the last week/day of any term may require you to provide medical evidence to support your child's absence. Evidence may be a bottle of prescribed medicine, a doctor's appointment card, a photocopy of a log of any telephone consultations or a specific letter from a doctor. Failure to supply evidence, if it has been requested, will result in an unauthorised attendance mark.

8. Holidays

We are always concerned about the amount of school time that pupils miss as a result of family holidays.

Parents are encouraged to organised holidays during school holiday periods. The DfE have advised schools not to authorise holidays during term time, only in exceptional circumstances will the Head teacher agree to a term time leave of absence. If you have special circumstances which require you to take your child out of school during term, you will be required to complete a special leave of absence request which Miss Kondo will review and make a decision.

Holidays which are unauthorised by the head teacher are liable for a fixed penalty fine of £60 rising to £120, per person if not paid within 28 days.

When completing a holiday form it is essential that you give a return to school date. If your child does not return on the agreed date we cannot make contact with you, the school has the right to take your child off roll. You would then need to reapply for a space, which the school cannot guarantee.

9. Punctuality

Morning registration is at 8:55am. You need to aim for your child to come through the school gate at 8:45am to make sure they are lined up ready for the bell at 8:55am. School gates open at 8.40am. If children arrive after 9.00am they will be marked as late (L). If they arrive after 9.30am they will receive an unauthorised late mark (U). This is equivalent to a half day of absence.

10. Meetings

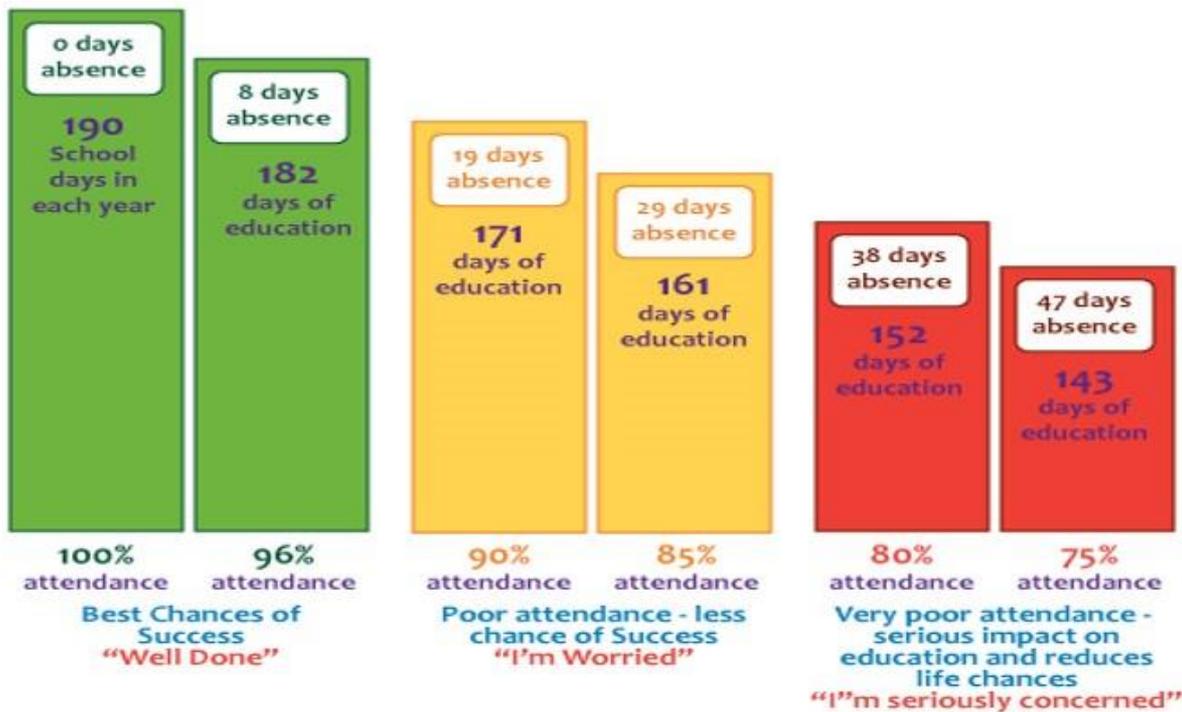
You may be called or asked to a meeting about your child's absence or a request for leave by Miss Kondo, other senior leaders or the school's attendance officer.

Good Attendance Means...

being in school at least 96% of the time. This means 8 Days Off!

175 non school days a year!
All this time for shopping, holidays and appointments

365 days in the calendar year



Summer 1 Dates

Friday 23rd April – Charity Non uniform day

Wednesday 1st May – Year 2 parents SATs meeting

Friday 3rd May – Drop in with Pupil and Family with worker Ruth Cullinan

Monday 6th May – School Closed Bank Holiday Monday

w/c 6th May – Reception stay and learn – Literacy focus

Wednesday 8th May at 2.40pm and 6.30 pm – Supporting your child with Writing and Grammar (Years 1 to 6) with Miss Kondo (repeated from Spring)

Thursday 9th May at 9.00am and 6.30pm – Year 1 and Year 2 Phonics Screening meeting with Mrs Livingstone

Friday 10th May – Class Photos – correct school uniform please

Thursday 16th May at 9.00am – SOLO Taxonomy (all year groups) with Mrs Livingstone

Wednesday 22nd May at 9.00am - Autism Awareness (all year groups) with Mrs Lucas and Mrs Leonard

Wednesday 22nd May 6.00pm – West Acton's Got Talent Final

Thursday 23rd May – School Closed POLLING DAY

Friday 24th May – Establishing a fair Home - Life Routine (all year groups) with worker Ruth Cullinan

Monday 22nd April - Stephen Lawrence Day,
Tuesday 23rd April Red Card to Racism workshops for Year 5& 6

Tuesday 23rd April - St. George's Day

Monday 29th April - NSPCC Assemblies

May – The Month of Reading

w/c 13th May - Year 6 SATs

w/c 20th May - Autism Awareness week

w/c 13th and w/c 20th May - Year 2 SATs

Summer 2 Dates

Wednesday 5th June at 9.00am - Gross motor workshop with Annmarie Hyland Occupational Therapist

Friday 7th June - Pyjamarama Reading event – Parents/Carers welcome 2.45pm

Friday 14th June – Drop in with Pupil and Family worker Ruth Cullinan

Wednesday 3rd July 10.00am - Relationship Education Policy working party meeting – details to follow

Friday 5th July 9.00am - Healthy Eating with Pupil and Family worker Ruth Cullinan

Friday 5th July after school PTA SUMMER FAIR

Monday 8th July – Pupil Reports sent home and announcement of new teacher

Thursday 11th July - 8.45am, 2.45pm and 6.30pm Parent Forum

Friday 12th July in the afternoon Attendance Tea Party- details to follow

Tuesday 16th July after school Year 6 Performance

Friday 19th July at 11.00am Year 6 Leavers' assembly (Year 6 Parents/Carers only)

Friday 19th July at 12. 40pm Parents/Carers welcome to join for end of year picnic

Friday 19th July – School finishes at 1.30pm END of term

Wednesday 5th June - World Environment Day
Sunday 8th June – World Ocean Day

w/c 10th June Year 1/2 Phonics screening

W/c 17th June Refugee Week – Visiting Refugee speaker and Poet

W/c 1st July Year 6 PGL trip

W/c 8th July – Sports day –details to follow

Monday 8th July – meet the new teacher day

Friday 12th July - Non Uniform day for house point WINNING HOUSE
Tuesday 16th July after school Year 6 Performance