

Newsletter Spring (1) 2015

Home/School Liaison



Dear Families

Welcome back We hope you all had a fantastic Summer break. In our first edition of the Home/School Liaison Newsletter we are delighted to share how we (Lesley Balfe and Mandy Roper) are able to support you and your child(ren) during their time at Netherfield Primary School.

Our key responsibilities as Home/School Liaison Officers are to:

- Work as part of the School's Safeguarding Team
- Monitor and manage attendance on a daily basis, ensuring the logging of lateness and liaising with parents/carers in the case of absence due to illness etc.
- Provide First Aid/medical assistance
- Liaise and work with outside agencies supporting children e.g. School Nurse etc.
- Attend meetings for individual children and their families
- Work with providers to facilitate courses for parents/carers, to take place at Netherfield Primary School

Mandy Roper, Home/School Liaison has a background in Early Years, has taken a Home/School responsibility for children in the Nursery, Reception and Classes 1 – 4, whilst Lesley Balfe has responsibility for children in classes 5 – 12. We do however, continue to work together, sharing good practice and knowledge to provide the highest level of support to all the children and families here at Netherfield Primary School.

Attendance

At Netherfield we offer all our children the opportunity to take part in attendance rewards such as Cinema Club, and we consistently monitor pupil absence to support our families as the children work to achieve the required attendance levels. We know that absences from school result in lost learning time, which impacts negatively on pupil progress and often means it is very difficult for children to keep up with their work and achieve their best. If your child is having difficulties attending school for any reason it is very important that you speak with us when your child is absent so that we can explore any issues together and discuss any concerns which may be affecting the children. Please see the attendance information on the back of this letter.

We would also ask that you please do remember to text (0115) 824 0481, email office5@netherfieldprimary.notts.sch.uk or call the office on (0115) 961 0580 to report a reason for absence, this will ensure your child gets the correct mark on the register.

Community Notice Board

Our Community Notice Board is situated near the Home/School Liaison Office. We will be regularly posting general information and news of forthcoming events and courses etc. taking place in school and in the local community. We invite you to check the board to make sure you do not miss the many exciting partnerships we have to offer our families at Netherfield Primary School.

School Nurse 'Drop In' Sessions

We are delighted to tell you that our School Nurse 'Drop In' sessions will continue this term starting Wednesday 30 September, 9.00 – 10.45am. Our School Nurse Kelly Marriott, will be in school to offer support to parents and carers on issues such as behaviour management, healthy eating and continence etc. It is planned that these sessions will take place approximately once a month and future dates will be posted on the Community Notice Board.

Safeguarding

As you know, keeping all our children/families safe whilst in school is a major priority for all staff. In order to help us to maintain a safe environment we ask that all parents and carers bring/collect their children to/from school, including After School Clubs, via the playground, entering through the appropriate class door. The only exceptions to this arrangement are for parents/carers with children who attend nursery in the afternoon (those parents/carers will continue to access school at 12.20pm via the Reception entrance) and, in exceptional circumstances.

Free School Dinners

If you are in receipt of certain benefits, please remember to apply for FSM. Even if your child receives Universal Free School Meals (applicable for all children up to the age of 7), your application will mean extra funding for our school. Please come to the School Office for further details.

We look forward to working with you and our door is always open should you have any questions or concerns you wish to discuss with us.

Warm wishes

Lesley Balfe & Mandy Roper

Netherfield Primary and Pre-School

Important Attendance Information

Parents/Carers are required to ensure that their children receive full-time education and are therefore primarily responsible for ensuring that children attend and stay at school every day.

Parents are responsible for ensuring that their children:

- Attend school regularly.
- Arrive at school on time, in uniform and are ready to learn.
- Are absent only for reasons that can be authorised.

Parents are required to inform the school of the reason for any absence and the likely return date, as soon as possible.

Registers are monitored regularly by Mrs Balfe and Mrs Roper, our Home/School Liaison and Targeted Support (previously known as Education Welfare). These officers will visit parents where attendance and lateness is of a significant concern.

Please support the school by:

- Informing school immediately of any changes to your contact telephone number and/or address (this is very important if we need to contact you in an emergency also).
- Please telephone the school before 9.30am on the **FIRST** day of your child's absence.

Telephone: 0115 961 0580 **Text:** 0115 824 0481

- Please inform the school office or class teacher prior to a medical or dental appointment. A copy of the appointment letter will need to be seen and photocopied. If possible please try to arrange these for out of schools hours.

School begins at **8.45am**, if your child arrives after this time you will be required to sign in the 'Changes to Register' file and give a reason for being late. If your child is late more than once per half term, they may not be invited to attend Cinema Club and may miss out on other attendance trips and rewards.

Holidays

Recent amendments to the 2006 Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

Should your child be absent from school during term time, they will be marked with the Family Holiday Not Agreed Code (G) and this will be treated as an 'Unauthorised Absence'.

We believe it is extremely important that we work very closely with our families to ensure that we maintain excellent attendance; as lost learning time impacts negatively on each child and often means it is very difficult for them to keep up with their work and achieve their best.

Breakfast Club

Your child is welcome to come along and join us for breakfast club, from **7.45am**, each morning. Breakfast Club is supervised by our Breakfast Club team and children can purchase something to eat or just come along and have a play! Attending Breakfast Club ensures your child enters their classroom on time every day.