

8th September
2017

Scarning V C Primary School



Please see the website for forms, newsletters, photos www.scarningprimary.co.uk

Welcome back to school! We hope you all had a great summer break! This weeks newsletter has lots of important information for you!

Attendance

This week the whole school attendance is **97.16%**

Our school attendance target is 97%, so as you can see this week we are above target. What a great start to the beginning of term!

A massive well done to 1T and 3C for achieving 100% attendance. They will look after the attendance teddy next week.



This Weeks Class Attendance

Year 1T	100%
Year 3C	100%
Year 5S	99.38%
Year 4H	98.79%
Year 3D	98.76%
Year 1E	98.0%
Year 2W	97.16%
Year 5K	95.06%
Year 6H	92.5%
Year 2S	91.55%



School Times

8.40 am The school gates are opened every morning at 8.40am. Parents are encouraged to wait with their children (and keep a good eye on them!!) until the 8.50 bell. A duty teacher works in the playground throughout this time. If it is raining heavily the teacher on playground duty will make a decision to open the classrooms early. Teachers will open their doors to show pupils that they are allowed to come into school early. Please ensure all pupils enter through their own classroom and not via the corridors/office.

8.50 am School starts and morning registration takes place. Teachers will collect pupils from the playground – each class will know where to wait. Pupils arriving after this time need to report to the office and will be marked as being late. Any pupil arriving after 9.20am will have an unauthorised absence recorded.

3.10 pm The school gates are unlocked.

3.15 pm School ends. At 3.15pm pupils will start getting ready to leave school and should be making their way out to you by 3.20pm. **Parents are asked to wait in the playground and we will bring the children to you.**



IMPORTANT FORMS TO RETURN:

We have sent home the family update forms. These forms must be returned immediately to enable us to update your child's emergency details. Please note we can only use address details with a post code. Doctors numbers are the main surgery number.

Photo Consent - You will already have informed us of your photo consent preferences, if you wish to amend these details please speak to the office or request an opt out form.

Nut Free School - Important Notice

We have children at our school who have severe nut allergies. This can lead to Anaphylactic shock (which could be fatal). Please make sure your child's lunchbox does not contain any items with nuts in or traces of nut. Thank you for your co-operation.

Weekly Newsletter We send our weekly newsletter by email every Friday. You will receive a top quality colour newsletter this way and it reduces paper usage. We are happy to send a newsletter to more than one address per pupil - for example if parents/carers are separated. Please let the office know.

Change in the Weather The weather is changing as we approach Autumn, please can you ensure that your child has a waterproof jacket in school at all times. The children go outside to play at break-times and lunchtime.

For any school uniform orders you need to order on-line at www.schooltrends.co.uk

School Trends

You can check our key policies online at www.scarningprimary.co.uk these include our anti bullying policy, our complaints procedure and information regarding whistleblowing. Other policies are also available.

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Safeguarding Children

Please help us in keeping your children safe by calling us if your child is not able to come to school so we can mark the register accordingly. If the office is closed you can leave a message anytime of the day or night on our answer machine. If we do not receive notification of an absence we will firstly text and if we get no reply from that we will telephone you. It is also possible we may make a home visit to ensure everyone is ok if we do not hear from you. Any absence we can not give a reason for will be recorded as unauthorised absence. This worked very well last year, thank you for your support.



The purpose of Scarning Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm.

Mr N King is the Designated Safeguarding Lead. Mrs E Simpson and Mrs S Hawes is the alternate designated person.

Mrs Hardwick is the Governors for Safeguarding and Child Protection.

If your child is going to be absent from school

If your child will not be attending school please can you make sure you call the school office before 8.50am to let us know the reason why. If you get the answerphone message please leave all your child's details on there, including the reason they are ill. We now have to record all this information on our system so we can pass it on to the attendance officer if needed.

Earrings

Children with pierced ears should only wear stud style earrings at school. All earrings must be removed by the child for PE activities, as well as for swimming. If your child is not able to remove their own earrings, please ensure that you remove them before school on a day they have PE or swimming. We can not supply medical tape for the amount of children who say they can not remove their earrings and it is very disrupting to PE lessons.

School Security

Please could we remind you that for security reasons parents should not come into the school building without signing in. If you need to come into the school building please come in via the front office who will sign you in and provide you with a visitor badge, or make an appointment with another member of staff for you. This is before, during and after school (due to clubs). This not only ensures we know who is in the building but in the event of a fire or another evacuation of the building, we would know who needs accounting for. Thank you for your co-operation in keeping our school safe. Please note: anyone seen in the school without a visitor badge will be challenged about their reasons for being there!

Money in School

There will be times where you need to send money into school, maybe for a school trip or a lunch. There are two ways to do this:

Cash / Cheque sent into school—Any money that comes into school needs to be in an envelope with your child's name, class and what you are paying for written on. This should be handed to your child's teacher in the morning by your child—each class has a time to do this in their morning registration. We are happy to take payment for items by cheque, but it will need to be a separate cheque for each item you are paying for, as money is banked into different accounts. Please be aware a cheque returned to us unpaid will incur a £6 charge to cover bank fees. Change will be sent home via your child.

Online payments—You can make payments online via our school money system. We send everyone listed as priority 1 their login details at the start of each September. You can either go direct to their website www.schoolmoney.co.uk and enter your login details to make a payment, or if we are asking for payment for a trip we will send you a link that you can make payment straight to. You will receive a receipt for all money paid via school money straight from them. Payments made via the school will only be receipted if over £15.

Parking concerns

At the end of last term we had concerns raised by local residents about what they viewed as inconsiderate parking. The blocking of drives and gated areas was specifically mentioned. Please could we ask you to park as respectfully as possible in the coming school year. Thank you for your support on this.

School barriers

The barriers giving car access into school will be down during morning and afternoon drop off times. These will also be down at lunch time. This is to reduce the amount of traffic in the school grounds and keep the area as safe as we can. Please do not attempt to get in through the barriers as you will be turned away unless this has previously been agreed with Mr R Salter (Chair of Governors).

Speaking with teachers

If you need to speak to a class teacher please try to do so before school, or preferably after school when the teacher will have more time to talk with you. Alternatively you can make an appointment to see them.

Feedback

If there is anything you feel we could include in our newsletter that would be useful that we do not currently include please let us know.

School attendance

As most of you already know we take good attendance at school very seriously and will take action to improve poor attendance. Our school target is 97%, the Norfolk level of persistent absence is 90%. We have to take formal action if your child's attendance falls below this level. For this reason in school we look at attendance of less than 92% and try to put measures in place to stop it falling further, below 90%. This may be in form of a letter, or an attendance panel may be held, but please be aware some action will be taken.

We do a lot to try and praise good attendance, including a half termly small reward for those that have 100% for that half term. By breaking it down into periods of around 6 weeks we hope this is achievable to lots of children throughout the year.

Fines will continue to be issued—this year Norfolk County Council is reverting back to if you miss 10 sessions (5 days) through unauthorised absence then a fine will be issued. Full details of this are on the letter sent home on the first day of term.

Please do come and see us if you have any issues about attendance.

A reminder about dogs on the Scarning School Site.

Dogs are not allowed to enter any part of the school site. We are asking that dogs are not tethered to the boundary fences and that due consideration to the public is taken. **This excludes guide dogs.** The boundaries are shown below.

