

Coteford Junior School

Newsletter 18

23rd January 2026

Welcome to our weekly newsletter, here we will keep you up to date with important information and upcoming events. Please also keep an eye on your year group newsletters and our school website: <https://www.cotefordjunior.org.uk/>

Merit book:

The following children are in the merit book this week:

3EB: All of 3EB for being brilliant

3TH: Mayar for always being kind

4LF: Thais for being resilient

4IW: Charlie for always giving 100%

5DJ: Rico for fantastic focus

5EP: Jash for amazing vocabulary

5RC: Quinn for her brilliant ideas

6KB: All of 6KB for representing Coteford so well

6SP: Sophia for great participation

6UQ: Jamie for his perseverance

Mrs. Eckley: Snowie for excellent progress

Miss Martin: All of 5DJ for incredible dancing

A huge well done to them!



Be Ready
Be Respectful
Be Responsible

ATTENDANCE CHAMPIONS

Year Group	Percent
Year 3	97.9%
Year 4	95.7%
Year 5	94.5%
Year 6	96.1%
Whole school	96%

Well done to **6UQ** for 100% this week.

Attendance

It has been great to see that attendance across the school being over 95% this week and seven of our classes having over 97% attendance. Additionally, 6UQ had 100% attendance and will have a non-uniform day. A number of our children who were struggling with attendance are now in school every day and we are proud of how they are showing rapid improvement. The number of children who are classed as 'persistently absent' is reducing.

As we move further into the Spring Term, we want to build on these successes, but parents of children who have attendance below 90% need to be aware of The National Threshold for Penalty Notices.

The National Threshold for Attendance Penalty Notices

From 2024, the Department for Education (DfE) guidance sets the national threshold at 10 unauthorised sessions of absence in a rolling 10 week period. A session is defined as a half-day; therefore, **10 sessions equate to 5 full school days.**

- Unauthorised absence includes absences not approved by the school
- The threshold is based on a rolling 10 week window, not an academic term or year, so it may be triggered at any point during the school year.

How is the Threshold Applied?

If your child has 10 or more unauthorised absences within any 10 week period, you may receive a penalty notice. Coteford Junior School, Partnership Learning Trust and The London Borough of Hillingdon monitor attendance records regularly to identify pupils who this applies to.

Penalty Notice Details

- The penalty notice is £60 per parent, per child, if paid within 21 days, rising to £120 if paid after 21 days but within 28 days.
- Failure to pay the penalty notice may result in prosecution and a possible fine of up to £1,000 per parent, per child.

Parking

Now Pinn River School is open, the school site is much busier, with the minibuses and staff vehicles. Unfortunately, Coteford parents and carers who are parking without the permission of the school are contributing to making the site unsafe. We have issued parking permits to a small proportion of parents, yet many without a permit, park, sometimes dangerously, such as on the zebra crossing, or blocking the one-way system. Additionally, there are parents who are turning around to leave in a dangerous way, as they have not followed the one-way system. The last few days has been frightening to watch and we fear an accident taking place will only be a matter of time, if this continues.

We will be monitoring this carefully. We request that those who do not have permission to park refrain from doing so and those who do, leave the school site promptly, to prevent congestion.

Thank you for your support with this.

Year 6 SATs Meeting

It was wonderful to see so many families at our Year 6 SATs meeting. Thank you for your continued commitment and support. If you would like any further guidance, please complete the Google Form that was sent via Parentmail last week.

Our children are working incredibly hard in class and in their booster groups. The best preparation for success includes listening carefully in lessons, completing all homework, and building reading stamina through regular reading at home. Families can also help by spotting everyday opportunities for learning—whether cooking, shopping, or chatting together.

Please speak to their class teachers if you have any concerns.

Planetarium

Our Year 6 pupils also enjoyed a fantastic visit from the planetarium man this week. After an engaging teaching session inside the dome, the children took part in an excellent Q&A, asking thoughtful questions and showing real curiosity about space and science.

The facilitator commented that they were an absolute credit to our school—something we already know, but it is always lovely to hear it recognised by others. Well done to Year 6 for consistently upholding our 3Rs and representing Coteford with such maturity and enthusiasm.

Clubs

Clubs are underway again, with art, computing, colouring and conversation, and board games offered as drop-in options for Year 3 and Year 4. Children can choose which one to attend each week, and it's lovely to see them moving confidently between activities.

Chess Club continues to attract its committed members, who enjoy a competitive game or two during lunchtime.

It's also great to see pupils engaging so enthusiastically with the clubs run by our outside providers. These opportunities create a vibrant end to the day and support both fitness and well-being.

In Year 5&6, we have the Ramadan Room coming up. Chess Club remains a popular choice too.

Disco Reminders

Year 3 & Year 4

Children should bring their party clothes, neon accessories and anything that helps them feel ready to dance and have fun. All pupils may bring a small amount of change, as items range from 50p to £3. They can purchase glo-wands or glo-sticks, tattoos, face paints and snacks. Please note that there will be flashing glo-wands and disco lights. Any money must be sent in a named envelope and handed to the class teacher in the morning.

There are still a few tickets left for this session — it's going to be a brilliant afternoon.

Year 5 & Year 6

Pupils should return to school at 4:45pm and will finish at 6:15pm. Mobile phones are not permitted. Party clothes, neon items and anything that adds to the fun are very welcome — let's make it a bright, high-energy evening. Children may also bring a small amount of change (items are 50p to £3) if they would like to buy glo-wands, tattoos, face paints or snacks.

A few tickets remain for this session too — it's shaping up to be a fantastic night.

Collection & Helpers

All pupils will be collected via the school office.

Year 3 and Year 4 to be collected at 4:30pm.

Year 5 and Year 6 to be collected at 6:15pm.

We are looking for parent helpers to support with selling items and general supervision. A DBS is required. If you are able to help, please contact us by Monday so we can plan appropriately.

Communication Reminder

A couple of weeks ago, you received our updated Communication Flowchart, designed to help you know the best way to get in touch with us when you have a question or concern. Thank you for taking the time to read and use it — it really does help us respond quickly and effectively.

To support this further, we wanted to clarify how our Leadership Team oversees year groups:

- Miss Martin supports Year 3 and Year 5
- Mrs Eckley supports Year 4 and Year 6

As always, your child's class teacher is the first point of contact. They know your child best and will be able to help with the majority of queries, so please do reach out to them in the first instance.

For anything relating to SEND referrals, updates or transition information, please contact Miss Bowerman and Mrs Goodman.

If you have any SEND queries or issues which you would like to discuss, please put these in writing as the majority of queries/issues can be answered without the need for a meeting. Please email Miss Bowerman and your child's class teacher.

For My Support Plans contact your child's class teacher.

For SATS related questions please contact Year 6 staff.

We hope this helps streamline communication so that your message reaches the right person quickly and the most appropriate member of staff can support you.

More details to follow.

UPCOMING DATES FOR YOUR DIARY:

Date:	Information:
19/01/26	Y6 Planetarium
22/01/26	Y6 Junior Citizens event
30/01/26	Neon Disco
06/02/26	Y5 Incident at station Road
09/02/26	Childrens Mental Health week
10/02/26	PSHE / RSE / Sex Education Consultation for Families at 6pm with Mrs Eckley.
11/02/26	Wear your SCARF Day
16/02/26-20/02/26	Half Term
23/02/26	Woodland workshop
26/02/26	RNLI Assembly
19/03/26	World book day – treasure Island
27/03/26	Term ends 12 noon
13/04/26	Children return
23/04/26	Y4 Hampton Court Palace
22/05/26	Inset day (school closed to children)
25/05/26-29/05/26	Half-term
21/07/26	Term ends 12 noon