

Thursday 21st September 2023

Dear Parents,

Welcome back and the start of the exciting new School year

Wow not the start that any of us could have predicted nor wanted. However, from the bottom of my heart I want to say a ginormous thank you to every child, every parent, every member of staff and the officers of Create Partnership for all of your support and patience during a very disruptive time.

We will continue to teach our children the intricacies of online learning in addition to reviewing our offer but thank you for all of your efforts to support your child's learning.

We are all thankful that the necessary checks were made, and that the outcome led to the school opening fully.

Ofsted inspection outcome – this is a good school

We were delighted to receive our inspection report at the end of the summer term. This confirmed that we are a good school and while it gave us three development points it most certainly reiterated the high level of provision the school offers. [Hodge Hill Primary School - Open - Find an Inspection Report - Ofsted](#) to access a copy of the report.

Attendance and Holiday in school term time

As we return to full opening, I would like to remind parents that your child/children are expected to attend school every day the school is open. To follow is the school's process and procedures.

First Day of Absence Call

If your child cannot attend, you **MUST** contact the school either via communications in the Arbor App or email enquiry@hodgehill.createpartnership.org.uk or via phone 0121 464 2189 option 1.

Parents are expected to indicate the reason for absence and to give an indication of the amount of time to be taken off school.

Once the school has been informed of the child's absence, a subsequent phone call is made on the third day of absence to establish when the child will return to school.

If school has not been made aware of the reason for a child's absence, a first day absence call is made by a member of the Attendance Team to establish contact. School makes every effort to contact the parents calling relatives, neighbours, the schools of siblings etc. to establish the whereabouts of the absent pupil and to ensure their safety.

If school has been unable to contact parents by the end of the first day, a home visit is made by members of the Attendance Team.

If school is unable to contact parents and there are concerns about safeguarding, the school contacts the Children Missing in Education (CME) which is part of the Multi Agency Support Hub (MASH) at any point in this process to ensure the safety of the child. The Headteacher may ask for a police safe and well check to be made which will result in police officers attending the pupils' known home address.

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Medical appointments

We ask where possible for medical appointments to be arranged after the school day or during the holidays; however, we do recognise that some appointments are issued by external agencies and are beyond the control of the parent. If this occurs, we ask that the pupil attends school before the appointment and afterwards if well to do so.

Frequent Absence

Frequent Absence often means a child's attendance is below the expected figure of 96% but above the Persistent Absence (PA) figure of 90%. However, when this occurs Parents are notified by letter about the school's concerns and support is offered. In cases where no improvement is seen, a meeting takes place with a member of the attendance team. In cases where a pupil begins to develop a pattern of absence, the school attempts to resolve the problem through meetings with the parents and child. Children who are developing worrying trends in attendance may be placed on the vulnerable children list and appropriate intervention is given.

Persistent Absence (PA)

Persistent Absence is a term used for children who have attendance of 90% and less. A member of the attendance team meets with the parents and a School Attendance Review Meeting (SARM) is held to agree an Attendance Agreement Plan (AAP). PA children are discussed at in school Safeguarding Panel Meetings and The Early Help process followed.

Absences which cannot be evidenced are registered as unauthorised. If there is no improvement, then FastTrack is actioned.

Fast-Track on Attendance

In extreme cases if a pupil has an attendance of less than 90% where 10 days or more have been unauthorised and the SARM has not had a positive impact, a process called 'FAST-track' may be started to address these persistent unauthorised absences. As part of safeguarding, it is the duty of each school to investigate pupils' absences. FAST-track is a process designed to raise individual and whole school attendance by the use of legal action which ensures parents/carers fulfil their legal responsibilities. It is a process whereby parents are given a time frame in which to improve their child's attendance or legal action is initiated by the school and undertaken by Birmingham City Council. FAST-track challenges the notion that unauthorised absence is acceptable.

Leave During Term-Time

Holidays during term time are actively discouraged. In accordance with the guidelines from Birmingham City Council, the Trust does not authorise any absence during term time for extra holiday. If parents choose to take their child out of school for an extended period, they must make a request for the leave of absence informing the school of the dates of travel, providing proof of booking date, date of departure and return flight details and an address and telephone number covering the period of absence from school.

Where a child disappears on holiday without informing the Headteacher, the school carries out necessary investigations into their whereabouts.

If a child has been taken out of school on holiday, parents may be prosecuted.

Safeguarding and working with other agencies

Keeping children safe is the responsibility held by everyone. Staff work in partnership with parents and within our policy framework, some that are statutory policy and some that are recommended as being good practice.

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Staff work with integrity, confidentiality and within data protection guidelines. School is a reporting agency and have a legal duty to report to other partner agencies any concerns it may have and to be instructed by these agencies. Should a concern be raised or disclosed that brings into question the safety and/or well being of a child, the school procedures as laid down by the school's Safeguarding and Child protection policy and other associated policies will be followed. The school's intention is to discuss any concerns with parents. On occasion, school safeguarding leads will take advice from the Local Authority's Children's Support and Advice Service (CASS). The advice given will be followed. On occasion this advice may require the safeguarding leads to make a referral to the Local Authority's Multi Agency Safeguarding Hub (MASH). This is a group of partners including Social care and West Midlands police who have the mandate to investigate concerns raised. The safeguarding leads will discuss any referrals with whoever has parental responsibility for the child/children to gain parental consent before making the referral to MASH. On rare occasions, where safeguarding leads think the child's safety may be at risk if parents are contacted, a referral will be made without parental consent.

I am making you aware of this in order to be transparent and open. In any event, safeguarding leads will support the child/children and where possible the wider family.

Administering medicines at school

If a child needs to receive any sort of medicine during the school day, we ask for parents to bring all medication into the school office and complete the appropriate paperwork so that staff can administer safely.

Medicines must not be given to the pupil directly.

If a child suffers a broken limb or has attended hospital, on return to school the parent must arrange to meet with a member of our Medical Team so that a personal emergency evacuation plan (PEEP) and risk assessment can be written. Pupils will not be admitted back into school without these plans being in place.

Supporting children with medical needs

The School has a very effective working relationship with the school nurse service and other appropriate agencies. If your child has any known allergies, you must notify our medical team who will arrange to meet with you and take advice from the school nurses in order to put into place the appropriate support for your child. When appropriate, our school cook can also attend to discuss supporting pupils with food allergies or food intolerances.

Emergency evacuation and lockdown procedures

We teach the children what to do in the event of an emergency or lockdown situation. This is to ensure children are fully aware of the action they must take to keep themselves safe and to ensure that they can act in a calm and reassured manner should a situation arise. We conduct practice evacuations once a term and a practice lockdown procedure once a year.

Managing Behaviour

The school has a behaviour policy that sets out the principles and expectations for behaviour. Staff will support each pupil in managing their emotions and if necessary, an intervention strategy such as Pastoral support or working with an external agency will be delivered.

On rare occasions, a pupil may be supported by a behaviour plan.

On rare occasions a pupil may be subjected to either a fixed term internal suspension, a fixed term external suspension or a permanent exclusion.

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Supporting parents – after school care

For the Autumn term, the school is trialling an after-school care provision. This provision is staffed by our own school staff. The provision starts at 3.30pm and sessions of either an hour or two hours can be purchased by parents. The cost for an hour is currently £6 for the first child in the family and £3 for siblings. Places must be pre booked using the Arbor app and can be for individual days or consecutive days.

Arbor App

Parents are able to register pupil absence, pay for events or after school provision and lunches using the Arbor app. It is available from the App store. We strongly advise parents to download the app. If you need help, please contact the school office.



Jewellery

Pupils are able to wear stud or small earrings that fit close to the ear lobe and a watch. Watches with smart technology should not be worn. The wearing of jewellery of religious significance must be agreed with the Headteacher. The pupil must be able to remove all jewellery when taking part in Physical education including swimming. If a pupil cannot remove jewellery, we ask that parents do so on the relevant day that a physical education activity is taking place. The practice of wearing tape over earlobes is not allowed.

Uniform and PE kits

School PE kits must be worn during PE lessons. This is a white T shirt or polo shirt and black shorts or leggings. During colder weather, a plain tracksuit or jogging suit can be worn, and we ask parents to stick to either black, dark blue or grey coloured clothing. Football shirts cannot be worn (not even Aston Villa shirts!). Year 6 pupils are able to wear their PE kit all day **ONLY** on the day they have the PE lesson. Trainers may be worn for outdoor games. Outdoor provision will still take place when the weather becomes colder following a risk assessment from the Site Team. For indoor PE lessons – gymnastics and dance, pupils will walk down to the hall in their footwear but will work in bare feet. Parents should notify the class teacher should a child have any infection such as a verruca.

Swimming kits must be a one piece for girls and for boys swimming trunks. Long board shorts are not permitted by the pool.

Outdoor wear and names

Please ensure that your child brings an appropriate coat or jacket to school every day. Preferably with a hood. We teach our children resilience and how to look after themselves safely and appropriately. We will encourage children to play outdoors as much as possible while we also ensure the playing surfaces are safe. Children may access the outdoor environment during periods of cold or wet weather and in order to keep them safe and well, they will need to have the appropriate clothing and footwear in school.

At the moment the weather is inconsistent: one moment sunny and warm while the next pouring with rain and windy. Please ensure that your child has a coat/jacket and outdoor PE kit in school.

Please ensure that your child's name is either sewed, written or printed into every item of uniform including outdoor clothing. One green sweatshirt does look remarkably the same as the other 700 or so 😊

Once a term we lay out any left clothing in the kS1 hall for parents and children to reclaim.

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