



Lytchett Matravers Primary School and Preschool

Wareham Road, Lytchett Matravers, Poole, BH16 6DY

01202 622378 / e-mail: office@lmpsdoorset.co.uk

Headteacher: Matt Vernon

Deputy Headteacher: Laura Dominey

Assistant Headteacher: Amy Foster



Friday 5th September 2025

Dear Parents / Carers,

All the staff at LMPs would like to welcome back everyone in the community to the new term.

As always, the children have returned superbly to school. This week has largely been about forming connections with new adults and settling the children into their new classes. We have reminded children about school routines and introduced their learning for the term. The children have also reflected on the 'Zones of Regulation' approach that we use to support emotional regulation: the picture is from a Year 5's book.

Whilst most things at school remain the same, there have been a few changes. As part of a long term plan of classroom development, tables in Year 6 and chairs in Years 5 and 6 have been replaced. We have also painted key areas in the corridors and some classrooms. Additionally, the school website has been updated. We are aware that there are still some small errors to correct on this site, but feel that it is clearer and more accurate in its reflection of our school:



[Lytchett Matravers](#)

We have two members of staff who have changed their names: Miss Cox is now Mrs Murphy and Miss Grant is now Mrs Parkinson. Congratulations to both! We also welcome Mrs Coakes as a permanent member of staff, where she continues to provide classroom cover for lessons. This year, Miss Fripp and Mr Noyce will also be covering classes for P.E., utilising their specialist skills to deliver lessons to the children.

We look forward to working with all families to support the children to have another successful year at our school.

With warmest wishes as always,

Mr Vernon, Headteacher



House T-Shirts

As per our Uniform Policy, all children should now wear a house coloured T-shirt on P.E. days. These can be purchased on Amazon at modest cost, although other suppliers are available.

Trenchard



Maltravers



Arundel



[Fruit of the Loom Kids' Original T-Shirt : Amazon.co.uk: Fashion](#)

[Fruit of the Loom Kids' Original T-Shirt : Amazon.co.uk: Fashion](#)

[Buy Green Plain School Sports T-Shirts 2 Pack 5 years | PE kits | Tu \(sainsburys.co.uk\)](#)

[Fruit of the Loom Kids' Original T-Shirt : Amazon.co.uk: Fashion](#)

[Buy Yellow Plain School Sports T-Shirts 2 Pack 5 years | PE kits | Tu \(sainsburys.co.uk\)](#)

Zebra Crossing

Thank you to everyone for using the newly installed zebra crossing so respectfully this week. The road crossing officer will continue to cross children at this area – please ask for your children to wait for her directions. We also ask that all families use this junction to cross into the school rather than crossing further down the road.

P.E. Days

The days when children are completing P.E. lessons are listed below. On these days, children should continue to come to school in their P.E. kits.

Ladybirds	Monday and Wednesday
Honeybees	Tuesday and Thursday
Year 1	Tuesday and Friday
Year 2	Monday and Friday
Year 3	Monday and Wednesday
Year 4	Tuesday and Thursday
Year 5	Wednesday and Thursday
Year 6	Wednesday and Thursday

Behaviour on site

We have a Parent And Visitor Code of Conduct policy to support all members of the community to feel safe and protected when on school site. Whilst we understand people can experience frustration in relation to specific experiences, we expect all communication to be appropriate and not aggressive or threatening in nature.

[Parent-And-Visitor-Code-of-Conduct-Policy-September-2024.337514206.pdf](#)

Community Spirit

Well done to all of the fruit pickers who came in to school during the holidays and picked some of the fruit from the trees. This has been distributed amongst the community and used in many a kitchen! Another opportunity will be organised presently.



PTA Uniform Store

Over the course of the summer, the PTA and Mr Noyce purchased and constructed a brand-new uniform store area. In the next couple of weeks we will fill this with the stock that we have to continue to provide uniform to anyone who is need of specific items. As we are in the process of moving and organising stock, please do not bring in donations at the moment. We can still respond to requests – do contact the office should you wish to ask for any uniform.



Attendance

Last year, our overall attendance improved by 0.3% to 94.7% overall. Whilst this sounds like a small increase, this equates to around 240 more days attended by children to school. We are focussed to now tip into over 95% attendance for our children. Please help us to do this by being positive about children attending school unless they are physically unable to do so or if there are exceptional circumstances.

Where a pupil has had 15 sessions of absence in any academic year, it is now our responsibility to report this directly to the Local Authority. Please also be reminded of the following information about applying for leave for children during term time. We do not authorise absence due to family holidays

unless in exceptional circumstances. We have attached the form to submit for any planned absence from school.

*Parents / carers must ask permission for their child to be absent during term time. Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.*

If leave is taken without permission, parent/carer(s) risk being issued with a Penalty Notice or the Local Authority may decide either to prosecute for the original offence, failure to secure regular attendance or comply with a school attendance order.



Parent(s) / carer(s) wishing to apply for their child to have leave from school should complete the leave of absence form and return it to Mrs Batten in the school office for consideration.

1

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:
£80 per parent, per child if paid within 21 days.
Increasing to £160 if paid between days 22-28.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence the amount will be:
£160 per parent, per child, payable within 28 days.

2

Third Offence and any further offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrates' Court. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

3

Who may be fined?

Penalty Notice fines are issued to each parent who allows their child to be absent from school.

National Threshold:

All schools in England must consider a Penalty Notice when a pupil has 10 unauthorised absences in a 10 school-week rolling period. For example, a 5-day holiday would meet this threshold.



Should the request not be approved, but the leave still taken, or where no application is made and the absence is therefore unauthorised, the Headteacher will decide whether grounds are met to refer to Dorset or BCP Councils for prosecution (dependent on home address of the pupil). Further information can be found on the council websites as well as within the school's attendance policy. A Penalty Notice could be issued in lieu of a prosecution by either Council on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. If a limit of two fines within a three-year period has been reached, other action such as a parenting order attendance contract or prosecution will be considered.

If the Penalty Notice is not paid, the relevant Council will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record. Please note that Penalty Notices can be issued per parent, per child.