

Dear parents/guardians,

I hope you have had a fantastic Christmas break and have made some new memories with your families to be cherished. I also hope that the children are ready for the new term, eager to learn! I am looking forward to welcoming our school community back for the start of the Spring term on **Tuesday 7th January** and hearing all about what the children have been up to.

As we commence our new term, I want to take the opportunity to reinforce our unwavering commitment to ensuring that every child in our school is successful, both personally and academically. We are eager to work alongside our parents as we know that this is essential for our pupils to excel. As a result, I would like to remind you of our expectations of learners.

Attendance

Research consistently evidences that **strong attendance is essential for personal and academic success**. Attendance at school matters – every minute counts. Absence from school is shown to impact not only on the children's overall academic achievement, but it can also negatively impact their self-esteem, resilience and their relationships with their friends. As a result, we continue to strive for **all children's attendance to be at least 97%**. This takes into consideration the odd occasion, during the year, where your child may be too unwell to attend. We urge families to work alongside us to ensure that your child is in school each day wherever possible.

Our attendance policy has been recently updated. Where attendance is a cause for concern, the process below will be followed:

Attendance 95%>

If a child misses 6 or more sessions (or 3 days) of school with an unauthorised absence or attendance declines below 95%, we will send them a 'Warning Letter 1' letter to advise that their child's attendance has been adversely affected and the impact of this. The attendance lead/headteacher will monitor and support the case.

Attendance Decline/Attendance 90%>

If a child then continues to have further periods of unauthorised absence or their attendance declines further, or when attendance falls below 90%, they will receive a 'Warning Letter 2'. The attendance lead/headteacher will invite the parents to attend an attendance clinic and will make a support plan with the parents. This may involve the support of external agencies. **Pupils that have been absent for 5 days will require medical evidence for further absences to be authorised otherwise it will be unauthorised.** 10 session (5 days) unauthorised absence in a 10 week period will result in a fine, according to government guidance.

Further Decline

If a child continues to have further periods of absence, they will be invited to an **attendance clinic with the EWO (Educational Welfare Office from the Local Authority)**. If the parent/carer does not attend this, the meeting will go ahead without them. 10 session (5 days) unauthorised absence in a 10 week period will result in a fine, according to government guidance.

A reminder that, under current government regulations, **headteachers may not grant leave of absence in term-time unless there are 'exceptional' circumstances** because of the impact that having time off has on a child's achievement, wellbeing and future success. Exceptional circumstances tend to be one off events that are unavoidable and for short periods of time, for example the death of a close relative or a housing crisis that prevents attendance. **Please be aware that family holidays do not class as exceptional circumstances and thus will not be authorised.** Where absence is unauthorised, the government guidance will be followed and fines will occur.

School Uniform

One of our school aims is to ensure that every child develops a strong sense of belonging and pride in our school community. One way that we foster this sense of pride in our community is through our

school uniform policy. A reminder that children should come to school each day looking smart and wearing the appropriate school uniform, as stated on our school website: [School Uniform | The Meadows School](#)

Regarding jewelry, a reminder that **only a single pair of studs are permitted**, as well as an **analogue or digital watch (no smart watches please)**. Jewelry will be removed during PE, as per our policy. Any pupils wearing additional jewelry will be asked to remove it. In addition, a reminder that nail varnish of any form, including gel nail varnish and acrylics, is not part of our school uniform. **As a result, all forms of nail varnish should be removed before your child returns to school.** We politely request that any long nails are trimmed before the start of term, for the health and safety of our community.

Home Learning

Home learning is a vital part of your child's academic success and personal growth. It **reinforces what they learn** in school, **aiding retention** of their learning, and builds essential life skills like **responsibility, independence and time management**. It also fosters a love of learning beyond the classroom and encourages pupils to **'Work Hard', one of our 'Secrets of Success'**. Developing positive attitudes towards home learning is also vital to enable our pupils to be **'Secondary Ready'**, one of our aims.

To support your child's learning, please also ensure that you **encourage them to complete their home learning activities to the best of their ability** and make time for regular opportunities to read together. If your child is struggling with their home learning, please just get in touch before the date on which it is due. We are here to help.

Communication

Open and respectful conversations between parents and the school are essential to support a child's growth and development. This allows us to share insights, celebrate achievements, work collaboratively to solve problems and create strategies tailored to each child's individual needs. This is why we value working in partnership with you, as it helps our children thrive.

Should you have any worries or concerns, please remember that we are always here to help and get in touch with us as soon as possible so that we can address them promptly and offer our support. We have an open-door policy at school, with approachable staff who are always willing to lend a hand, no matter the concern. If you have a query or concern about your child and require support, your first port of call is your child's class teacher. They can be contacted directly, during school hours, via the class email addresses below:

Foxes and Badgers (EYFS) – class1@meadows.set.org

Kingfishers (Y1/2) – class2@meadows.set.org

Owls (Y3/4) – class3@meadows.set.org

Hawks – class4@meadows.set.org

(Please note, emails will be responded to during working hours due to staff workload.)

For other queries, you can always find a member of staff on the door each morning or contact Mrs Cooper via the office. We are here to help. 😊

Thank you, in advance, for your support and adherence to our guidance. It is greatly appreciated. Working together will make a positive difference for each member of our school community, ensuring that all can flourish and thrive.

Kind regards,



Mrs Kuffour
Headteacher