



Alwyn Infant School



Build Belonging

Show Kindness

Make Choices

Adventure

OUR SCHOOL NEWSLETTER

Issue No. 1 | 12th September 2025

What a fantastic start!

Welcome to our new families and returning families. We hope you had a good summer and were able to spend some quality time together. We had a very positive start to the new school year. The children have all been busy settling into their new classrooms, routines and getting to know their school adults. It has been so lovely to hear them chatting about their holidays and connecting with friends within their class and beyond.

School uniform

We take great pride in our school and we encourage the children to help look after the environment and themselves. Part of this is how we look in our school uniform. The children should wear their full school uniform, unless there is a specific need and an adaptation request has been authorised. The children should not wear jewellery into school due to health and safety reasons. They should have school shoes or plain black trainers without any logos, not boots. Wellies may be worn to and from school but the children must change into their shoes for the school day.

Year 1 and Year 2 have a PE kit and can wear their school jumper or cardigan for warmth, not hoodies.

Please support us by ensuring your child has the correct school uniform every day.

Winter Uniform

Girls' - Winter

White polo shirt
Grey pinafore/skirt/trousers
Alwyn sweatshirt or
Alwyn cardigan
Grey tights/white
or grey socks

Boys' - Winter

White polo shirt
Grey or black trousers
Alwyn sweatshirt or
Alwyn cardigan
Grey or black socks



Summer Uniform

Girls' - Summer

Green and white dress
White socks
or
Grey skirt/shorts/trousers
White polo shirt
Grey or white socks

Boys' - Summer

White polo shirt
Grey shorts/trousers
Grey socks

PE Uniform

Alwyn T-Shirt
Plain black/green/white
shorts/joggers
Sporty shoes

The children should wear black school shoes or plain black trainers without logos.



Book Bags

The school book bags are an important part of the uniform. They enable the children to carry their reading records, reading books and any work to and from school safely and fit into their trays so they are easy to access when they are in the classroom. The children are allowed one small keyring to help them recognise their own. Please no more than one or they won't fit in their trays.

The children do not need backpacks or big bags as there is limited peg space. Any spare clothes should be put in a named carrier bag which is easier to access.

The Alwyn Aims

These are the rules we all try to follow:

- Use kind hands, feet and words
- Say how we feel
- Look and listen
- Look after our things
- Always do our best



Remember to Order Lunches

We apologise to our new families for the system failure. Unfortunately it was a network error with the provider and beyond our control. It is now up and running. Hurrah!

All hot dinners must be pre-ordered in advance. The deadline for ordering lunches is 8am on the day the lunch is wanted.

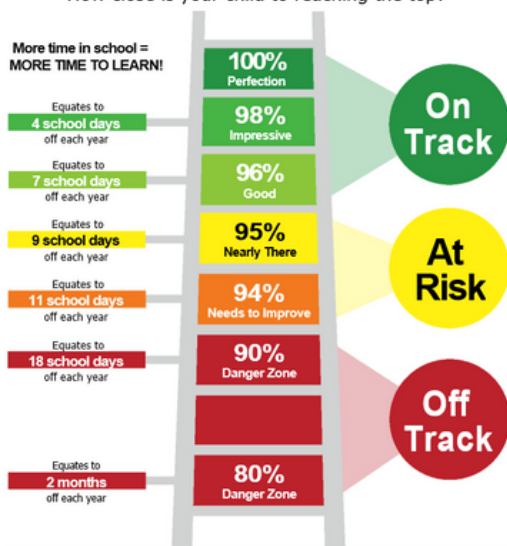
If your child does not have a packed lunch or ordered a school lunch, they will be given a jacket potato with baked beans.

Please talk about the menu with your child and check that they are happy with their lunch choice as we are unable to change it on the day.

School lunches for infant age children are fully funded so parents do not pay for them. They are yummy!

Attendance Ladder

How close is your child to reaching the top?



For every day your child is absent from school, over 6 hours of learning time is lost.

Attendance and Punctuality

It is very important that children arrive in school ready for the start of the school day. It can be disruptive to children emotionally and educationally if they come into a classroom when the lesson has already started and there is not enough time in the day to catch up on missed learning; a lot of learning can take place in 10 minutes!

If there is a special circumstance where you know you will be late, please let the office know. All persistent lateness will be followed up.

In August 2024, new laws were put into place regarding school attendance and fixed penalty notices (fines). For more information look on our [school website](#) or the local authority that is always included in the newsletter.

Holidays will not be authorised during term time and we will require the hospital/appointment letter of any medical or dental appointments that happen in school time.

Reporting an Absence

If your child is going to be absent from school, you must contact the school office before 9.00am to provide a reason for absence.

You do need to contact the school every day that your child is absent.

You can either call 01628 622477 and leave a message on the absence line or email office@alwyn.org.uk.



School Gates

The school gates open at 8.40 am. For the safety of our children, the school gates are locked promptly at 9am. After this time, access to Alwyn School is through the main Reception.

At the end of the day, the gates are opened at 3.10pm and locked at 3.35pm.

Collections at the End of the Day

Children are tired at the end of the school day, so please make every effort to be on time. If a different person is collecting your child, please tell the teacher in advance, in writing or by email. In an emergency, or if you are unavoidably delayed, please let us know and the children will be looked after until someone can collect them.

For their own safety, children are not allowed out of school until they are handed over to their parent/carer or authorised adult. Children under 16 are not permitted to collect from Alwyn.



Please think about our neighbours and school community when parking

Drive and park carefully and considerately at all times.

The area around the school can get very busy at drop off and collection times. To help with this we have an unofficial one way system that helps to keep cars moving safely. Please reduce your speed and drive slowly around the one-way system. This is crucial as there are very young children walking along the pavements who may not be seen easily while driving.

We aim to promote positive relationships with our neighbours but that can only be maintained with your help. Please do not block their driveways when parking and remain polite if they ask you to move. Any area with block paving is for the residents of the road and not for school parking or access. Please do not park on the bends of the road as this can stop the flow of traffic and make it difficult for other drivers. Do not mount the curb as our children and their siblings are very little and not always easy to see. To ease congestion please explore other options: If you are able to walk or cycle to school this would help, or consider parking further away, such as by Courthouse Junior School, where there are more roads to park along safely and they tend to be less congested. A short walk can make a significant difference in reducing traffic and ensuring safety and you can access Alwyn by walking through Courthouse as the gate opening times are the same.

Sharing Concerns, Worries or Questions

If you have any small niggles, concerns or worries please talk to the class teachers. They can usually help to put your mind at rest quickly rather than grow into bigger concerns or doubts developing. We are all here to work together so your child has the best possible learning experiences, academically, socially and emotionally.

Penalty Notice Changes

Term Time Leave is only allowed in exceptional circumstances and must be agreed, in advance, by the Head of School. An Exceptional Leave form must be completed and the school may ask for further evidence to support the application.

First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be:

- £160 per parent, per child, paid within 28 days.
- Reduced to £80 per parent if paid within 21 days.



Please ensure you communicate all absences for your child to school.

Second Offence

Within 3 years, if a second Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be

- £160 per parent, per child, paid within 28 days.
- No reduction for early payment.

Third Offence Onwards - Within 3 years of the first offence

The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the magistrates court.

Fines can be around £2500 per parent, per child. Cases found to be guilty in the magistrate's court can show as a criminal record.

Notices to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or guardian or have not worked, a Notice to Improve should usually be sent to give parents or guardians a final chance to engage in support.

A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to issue one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (because the parent has already received one for a similar offence).

If sufficient improvement is not made following the service of a Notice to Improve, a penalty notice may be issued either during or at the end of the designated time period.

Don't forget.

Penalty Notices are issued Per Parent, Per Child.
For example 3 siblings absent would result in each parent receiving 3 fines. This could amount to £960

[Click this link to visit the school website for further information.](#)



10 sessions in 10 weeks

Penalty Notices will be considered for any 10 sessions (not days) of unauthorised absence in 10 weeks.

5 Consecutive days of term time leave can trigger a Penalty Notice

Punctuality

Children in Reception should be at the classroom door by 8.45am.

Children in Years 1 and 2 should be at their classroom door by 8.50am.

The school gates are locked at 8.55am. If your child arrives to school after this time, your child will receive an unauthorised late mark- this affects your child's attendance.

If arriving late, you must bring your child into the school office and sign them into school with a reason for the lateness.

What have Reception been learning this week?

We have been very proud of how well the children have settled into our reception classes. This week in Reception we have been getting to know each other, learning the daily routines and the rules that we follow in school. We have been exploring our inside and outside environments and remembering to put back the toys and resources that we play with.

We have been reading the story The Colour Monster and talking about our emotions linked to the different colours. We painted rainbows, talked about who is in our family and learnt some new songs.

Ask me about how to make different colours.

Ask me who my new friends are.

Ask me to sing you the rainbow song.

Ask me about the rules we have in school.

Ask me what was my favourite activity I did this week.

Next week in Reception we will be learning about the season of Autumn. The children will be looking for signs of Autumn in their outdoor environment. If you are able to take your child on a walk this weekend and talk to them about the seasons, collect any fallen leaves, conkers or pine cones that would be very helpful. We will be continuing to learn the routines of life in school and learn new songs and games.

What have Year 1 been learning this week?

The children have settled in well and we are enjoying getting to know them.

They have had lots of fun exploring their new classrooms and playing on the playground. In science, children have been exploring different materials through a variety of objects. We started PE this week and have thoroughly enjoyed multiskills and gymnastics. We are looking forward to having an amazing first term!

Ask me the name of my class.

Ask me to tell you the names of the other adults in my class.

Ask me what I really enjoyed doing this week.

Ask me to show you an object made of wood, plastic, metal and glass.

Next week we will be creating a class poem about our school based on our senses .

This term, the Year 1 PE days are:

Tuesday: Mr Baker

Wednesday: Bikes (remember helmets)

Thursday: Gymnastics with Miss White

KEY DATES!

School Year 2025-2026

Autumn Term 1

15th September, 2.30pm

Parent/carer session on life in Year 2

18th September, 2.30pm

Parent/carer session on life in Reception

22nd September, 2.30pm

Parent/carer session on life in Year 1

25th September, 6.30pm

Smartphone Free Childhood session at Courthouse

29th Sept - 3rd October

Kindness Week

29th September, 2.30pm

Parent/carer session on phonics

30th September

Reception 'My First School Photo' for the newspaper

What have Year 2 been learning this week?

Year 2 have had a brilliant first full week back at school.

The new Year 2 routines are starting to embed and the children are embracing their new curriculum with enthusiasm.

We have been impressed with their knowledge recall from Year 1 especially in Science where we have started the topic of mammals. All teachers remarked on how much the children had remembered about what makes a mammal a mammal and about the different diets animals have.

The most exciting part of the week was starting a completely new History topic- The Great Fire of London. The children looked at some paintings of scenes from the fire and compiled a list of questions they would like to find out about.

Ask me to partition these numbers into tens and ones-

23 44 67 98 21

Ask me to tell you what these words mean:

Noun Adjective Verb

Ask me to tell you the four things all animals need to survive.

Ask me to tell you what makes a mammal a mammal.

Ask me to tell you 3 questions I asked about the Great Fire of London.

Ask me to tell you 2 of my classroom routines.

Next week we will be writing Spine Poems about different colours.

This term, the Year 2 PE days are:

Holly: Monday and Friday

Pine & Spruce: Wednesday and Friday

Congratulations!

A huge 'well done' to all the children who have been in the golden book, this week.

We are very proud of you!

KEY DATES!

School Year 2025-2026

Autumn Term 1

6th - 10th October

Book Fair after school

7th & 9th October

Parent/carer and Teacher Meetings

13th October

Children's individual school photographs- full school uniform, no PE kits

13th October, 2.30pm

Parent/carer session on maths

24th October, 2.30pm

Year 2 Harvest Songs to parents and carers

27th - 31st October

Half term holiday, no school

3rd November

All children return to school

School Day

Year Group	Reception	Year 1	Year 2
Start Lunch Finish →	8.45am 11.45pm - 12.45pm 3.15pm →	8.50am 12pm - 1pm 3.20pm →	8.50am 12.20pm - 1.20pm 3.20pm →

The School Gates

The Alwyn and Courthouse gates open at 8.40am until 8.55am and 3.10pm until 3.35pm

The opening times allow movement between our two schools and provide different points of access which should help with traffic and parking in our area.

The gate opening times are different from the time your child is required to be in school.

The Importance of Being on Time

Reception children need to be in school at 8.45am.

Year 1 and 2 children need to be in school at 8.50am.

The classroom doors will open at these times and close as soon as the last child in the line enters the classroom; this usually takes less than 3 minutes. Any child arriving after the classroom door is shut, will be marked as late. Knocking on the classroom door once it is closed is disruptive to the children as their teacher is having to keep opening the door instead of settling their class for the morning.

Please be on time every morning. It can be worrying for a child to enter a classroom late especially when their classmates are sat on the carpet ready to learn. All children should have come into school, put their belongings in the cloakroom, their book bag in their drawer and their water bottle in the tray and have been registered before 9am each morning.

Attendance Matters

Being in school every day is extremely important for all children in order to receive the best possible start to their learning. Your child's attendance is vital to a successful education, as this is the foundation for lifelong learning. Lessons are planned in sequences and if a child misses a part of this sequence, they are at a disadvantage when it comes to committing that learning to long term memory.

If your child is slightly under the weather, but well enough to come into school, send them in and mention it to the class teacher. They will keep an eye on your child and phone you if there are any concerns.

Reason for absence

Please let the office know the specific reason for your child's absence rather than feeling unwell or ill. This helps us monitor any small outbreaks of similar virus' and supports the recording of absence.

Medical Appointments

If you have a medical appointment during the school day, inform the school before the appointment and provide a GP/Hospital appointment card or letter.

Leave Requests

Holidays during term time will not be authorised. Any other exceptional circumstances will require supporting evidence that shows the child has to attend something that results in missed school days.

Fixed Penalty Notices (fines) may be triggered if your child misses 5 consecutive days of school or 10 sessions in 10 weeks. A session means a morning or afternoon, not a day.

Please ensure that you make all reasonable efforts to send your child into school.