



# Alwyn Infant School



Build Belonging

Show Kindness

Make Choices

Adventure

## OUR SCHOOL NEWSLETTER

Issue No. 24 | 20th March 2026

### What have we been up to?



We would like to extend our warmest wishes to all our children and families celebrating Eid al-Fitr.

As the holy month of Ramadan comes to a close, may this special occasion bring joy, peace, and prosperity to your homes.

It is a beautiful time for reflection, gratitude, and coming together with loved ones, and we hope your celebrations are filled with wonderful memories. To everyone in our school community marking the occasion: Eid Mubarak!

### Grown Ups Into School

It was brilliant to have so many family members attend our Grown Ups Into School Week. The children loved the opportunity of working alongside new adults, sharing their learning and time. The excitement rose throughout the week and there was a fabulous energy in the school. Thank you for supporting us!

### The Chicks Have Been Rehomed

After two weeks of watching our chicks hatch, grown and develop, I am sad to say we had to say goodbye so they could be rehomed at a farm.



The children gained so much from the experience as not only did they see the chicks grow physically but also in confidence, bravery and curiosity, skills that can be applied to their own lives.

Thank you to the staff who helped to look after them so well and with great affection and to our children who were so incredibly gentle.

### Comic Relief- Red and Jokes

Thank you to all the families that donated to comic relief through the children's £1 donation for non-uniform, taking part in the joke competition or further donations via the charity payment link.

There was great hilarity in school today as the children shared their jokes with their class and year group- some were funnier than others. It is not too late to add to the donations, you can [just click this link](#).

### PTA Cracking Colouring Competition

This week children should have brought home an entry form from the PTA to colour in an Easter egg. Prizes **will be awarded** for the most egg-cellent entries in each year. Entry is £1 and completed eggs should be posted in the red box in the Alwyn office by Wednesday 25th March. We look forward to seeing **some colourful**, creative and wonderful eggs

### 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



### New Spring/Summer Menu

There is a new Spring/Summer Menu after the Easter holidays.

The new menu will be uploaded onto Parent Pay by Caterlink during the holidays.

Please ensure lunches are ordered before the start of next term.

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

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

### 30 day Reading Challenge

When finished, children should bring in their completed poster to show their teacher. All children with completed posters will go into the Golden Book.



Look out for photos on our Alwyn facebook page or Instagram.

# Important Upcoming Events

## Easter Bonnet Parade

**Friday 27<sup>th</sup> March**

We are inviting our children to take part in an Easter/Spring bonnet parade. Children are encouraged to design and make an Easter or Spring themed bonnet (hat) to wear to school on Friday 27<sup>th</sup> March. We will have a parade around the playground so they can all see each others' creations.

Please remember school finishes at 1.30pm as it is the end of term. The PTA will be selling treats on the playground at pick up time.

**Easter holidays: 28<sup>th</sup> March until 12<sup>th</sup> April.**

**Children return to school on Monday 13<sup>th</sup> April**



## Responsible Behaviour Curriculum in Alwyn and Courthouse

Our vision is to develop well rounded, confident and responsible children who aspire to achieve their full potential. We want our children to do their best in all aspects of school life - work, play, friendships and behaviour, and to take pride in all they do. We want them to develop respect and a sense of responsibility for themselves, each other, property, the wider community and the environment. To support this aim, we follow a behaviour curriculum that is explicitly taught and also weaves throughout the whole of school life.

Each week, the classes explore a different theme. They have a Monday 'check-in' circle time to introduce it and set a goal to work towards throughout the week. On Tuesday, the Year 1 and 2 assembly is time to think about the whole school approach to the theme. They celebrate their successes with a Friday 'check-out' circle time in their class.

To support this learning, there is a weekly leaflet for parents (below) to introduce the theme and sometimes gives ideas on how to help.

### THIS WEEK'S TOPIC IS TALKING ABOUT ARGUMENTS



#### Why is this important?

This week, your child has been discussing what to do if they are angry or annoyed about something and may have an argument. Arguments are unavoidable and can be a major source of a young person's life stressors, therefore helping them navigate this with as little anxiety as possible is key.

### What has your child been taught this week?

- EYFS - Young children struggle to see other people's points of view and so they have discussed who can help them to solve any problems they have. How you speak to young children about others who have upset them will set the tone for how they will react to arguments as they grow up so don't get annoyed yourself or say mean things.
- KS1 - Children often get into arguments which can lead to fights with peers. This is because they are angry at the time which means they won't find a solution. KS1 children have discussed how to be calm before you try to solve a problem instead of shouting and arguing.



#### Key Stage 2

- LKS2 - Children in these year groups have discussed the importance of speaking up for themselves in conflicts and ensuring their point of view is explained - this is to stop them bottling up anger.
- UKS2 - These children have discussed compromise and how that can help us solve arguments without shouting and screaming.

Supporting your children with these processes will help them succeed.

## The Responsible Behaviour Curriculum



BLUE ZONE	GREEN ZONE	YELLOW ZONE	RED ZONE
sad tired	happy calm	frustrated worried	angry terrified
sick bored	feeling ok ready to learn	silly excited	yelling hitting
I can try... stretch	I can try... drink water	I can try... deep breaths	I can try... take a break

These zones of regulation are also a great way to help the children think about and identify their feelings, along with an idea to help manage them.

## What have Reception been learning this week?

In Reception this week, the children have learnt the sounds 'nk' and 'ai' and the helpful words said and so. In Maths, they have continued to learn about 3D shapes and tested which ones stack and which ones roll. The children have loved watching the chicks hatch and grow and were lucky to hold them and see how they have changed. Thank you to all of the grown ups that were able to come and support us in school this week. It was lovely for you to see some of the things that we do in school.

**Ask me a word that rhymes with pink.**

**Ask me a word that has the 'ai' sound within it.**

**Ask me to describe the baby chicks.**

**Ask me to describe the Gruffalo and mouse using adjectives.**

**Ask me about how people celebrate Eid.**

Next week, we will be reviewing the phonic sounds that the children have learnt this term. We will be looking at the Easter story and how people celebrate Easter. The children will be able to make chocolate nests and Easter crafts on the last day of term. Don't forget to bring in your Easter bonnets for the Friday Easter parade! Enjoy your weekend!

**PE day is now on Tuesdays (no PE kit needed).**

## What have Year 1 been learning this week?

It has been an absolutely action-packed and wonderful week of discovery in Year 1! We were incredibly lucky to welcome so many special adults into our classrooms, and the children truly thrived while sharing their vibrant creative art projects and hard work with our grown-up helpers. Our young scientists have been busy investigating the world around them, identifying exactly what is helpful and harmful to our environment, while in Geography, we turned into master map-makers by designing our very own farms complete with detailed symbols and keys. In English, we took a trip down memory lane to recount our adventures at Odds Farm through some brilliant diary entries, and our mathematicians have been diving deep into the worlds of mass, place value, or volume and capacity. It has been a joy to see such enthusiastic learning across every subject!

**Ask me to retell my diary entry about our trip to Odds Farm.**

**Ask me to tell you things that are helpful and harmful to our environment.**

**Ask me to explain some of the symbols we see on maps and what they mean.**

**Ask me to describe the farm I designed.**

**Ask me to tell you about my favourite art activity this week.**

**PE days are Tuesdays and Thursdays.**

# KEY DATES!

School Year 2025-2026

## Spring Term 4

23rd March  
Drama Workshops

24th March  
Reception Health Checks

27th March  
Easter Bonnet Parade  
Last day of term.  
Children home at 1.30pm

**30th March - 10<sup>th</sup> April**  
**Easter holidays**

## Summer Term 5

13th April  
All children back to school

13th-17th April  
Poetry week & visiting authors

27th April  
IT workshops with 3

**4th May**  
**Bank Holiday - School Closed**

## What have Year 2 been learning this week?

This week, Year 2 started a new maths topic on fractions. They looked at recognising and finding one half and one quarter of an amount and folding different shapes to find the fraction. In English, the children have innovated Fantastic Mr Fox and written their own version including Marvellous Mr Mouse and Brave Mrs Bird. They used a checklist to ensure they included the skills from their toolkit. The children have really enjoyed having grown ups in the classroom. The sewing table was a hive of concentration as the children practised a running stitch. At the science table, they made a bug hotel using their knowledge of microhabitats and created a plant diagram with labels. Our geography table involved placing the continents on a world map which was quite challenging, as firstly they had to ensure the continent was the correct way up. Finally, at the art table they created a beautiful, spring blossom picture in mixed media.

Next week in science, we are looking at desert habitats.

**Ask me what a numerator is**

**Ask me what a denominator is**

**Ask me how to write the fraction for one half and one quarter**

**Ask me the name of my main character in my story**

**Ask me to tell you an expanded noun phrase I used to describe my character**

**Ask me to retell my story**

**Ask me what a microhabitat is**

**Ask me what type of animals live in a microhabitat**

**PE days: HOLLY: Monday & Friday (not Friday 27<sup>th</sup> March)**

**PINE: Wednesday & Friday (not Friday 27<sup>th</sup> March)**

**SPRUCE: Wednesday & Friday (not Friday 27<sup>th</sup> March)**

**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**

### Summer Term 5

18th May

Y1 Phonics Screening Check  
Information Session @ 2.30pm

22<sup>nd</sup> May

No Pens Day  
Last day of term  
Normal finish time

25<sup>th</sup> - 29<sup>th</sup> May

Half Term Break

### Summer Term 6

1<sup>st</sup> June

INSET Day (2) - School Closed  
for children.

2<sup>nd</sup> June

All children back to school

5th June

Class Photographs

8th-12th June

Phonics Screening Check for  
Year 1

15<sup>th</sup> June

Yr2 Trip to Wellington Country  
Park

26<sup>th</sup> June, 9.15-11am

Sports morning with Grown  
Ups (Sports Day)



# PLAYTIME DONATIONS



🌱 Help Our Playtime Bloom!

🌸 We are restocking our OPAL play zones and need your "loose parts"! If you're spring cleaning! we would love:

- **Dress Up items:** Capes, hats, costumes
- **Scooters:** Scooters no longer being used
- **Fabrics:** Large fabric throws or covers
- **Kitchen equipment:** Old pots, pans and wooden spoons
- **Flowers:** Donations of plants, bulbs or wildflower seeds
- **Planters:** Wooden planters or plastic plant tubs
- **Small world:** Old toys, figurines, dolls, trucks and cars, board games

Special Request:

🪵 **Tree Surgeons:** If you have access to log offcuts to help create paths for stepping stones on our muddy areas or stumps for seats

Any donations can be dropped off at Courthouse Junior School outside the front office between now and the Easter holidays.





*Join Our*  
**Easter Bonnet  
Celebration**

*Friday 27<sup>th</sup> March*

*Create at home - Wear to school*

**PTA - Ice cream treat stall after school on  
Courthouse Playground**



***Top Tip: Don't worry about perfection—recycled materials, paper flowers, bunny rabbit headband, or even a decorated baseball cap are all welcome.***

CATERLINK'S

# BIG FOODIE WALL ART PICTURE



**EATE VIBRANT FOOD ART PICTURES FOR OUR WALLS!**

## FANTASTIC PRIZES!

FOR THE PUPIL WINS:



**£20 BOOK VOUCHER!**

FOR THE WINNING SCHOOL:



OR



A completed, VIBRANT FOOD ART PICTURE (e.g. A mural) FOR YOUR SCHOOL WALL or £200.

Winning artwork featured in primary marketing!

## HOW TO ENTER:



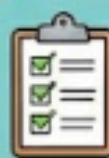
**POST:**

Caterlink Competition,  
Hop House,  
Lower Green Road,  
Pembury, Kent,  
TN2 4HS



**EMAIL:**

[info@caterlinkltd.co.uk](mailto:info@caterlinkltd.co.uk)



**DETAILS:**

**IMPORTANT:** Keep original artwork. Include Pupil Name, Age & School (on back/filename) plus full School Name, Address & Contact!

**DEADLINE: 5pm, 31st March 2026.**  
**WINNERS NOTIFIED: End of May 2026.**

**WE CAN'T WAIT TO SEE YOUR AMAZING IDEAS!**





# Our Fabulous Parent Teacher Association

Remember as a member of the school community, you are automatically part of the Parent and Teacher Association (PTA). They run brilliant events throughout the year but need your help. Please get in touch with them if you wish to take part or have some great ideas to share

## PTA - Upcoming Event Treat Friday 27<sup>th</sup> March

The PTA is excited to announce our next event; Treat Friday, which will take place after school in Courthouse playground.

Families are warmly invited to join us for a selection of tasty treats and a chance to catch up with other parents and children at the end of the week. It's a lovely way to bring our school community together while raising funds to support activities and resources for the children. We hope to see many of you there, and thank you as always for your continued support of the PTA.

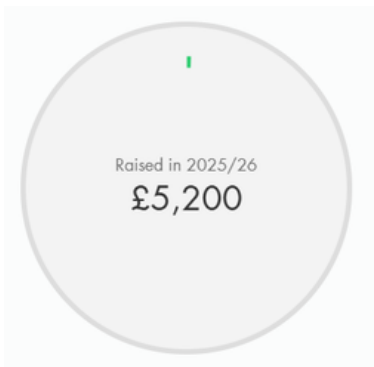
Cash and card accepted.

The PTA works tirelessly to boost fundraising efforts and the dedication from the school community truly shines. Through a vibrant mix of events like lively Discos, festive Christmas and Summer Fairs, competitive Quiz Nights, and creative colouring competitions, we've managed to not only raise substantial funds but also bring our community closer together. The money raised through the PTA is spent by Alwyn and Courthouse on all sorts of things that enhance school life at Alwyn and Courthouse schools.

### Match funding


We have some amazing parents who, through their work, have added to the funds we raise via Match funding; where their company match the amount raised on the event/stall they have helped run. We have had support from Microsoft, Barclays and Heathrow. Does your company match fund?

<https://www.alwyncourthousepta.com/matchfunding>




# Easter Holiday Camps/Activities

Holiday Events Disclaimer: Please note that the events listed are organised by external parties and are not endorsed or recommended by Alwyn Infant School. We provide this information as a courtesy to our community. We advise families to exercise their own discretion and judgement when participating in any events or activities.




## Easter Swim Intensives

Wednesday 8th-Friday 10th April  
3 morning course: £45 (30mins)  
at Claire's Court Girls' School

TIME	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5
9.00AM	SWIM FIN Beginners aged 4-6 years	STAGE 1 ADVANCED Age 4+, can put face in water/swim with noodle	STAGE 2 ADVANCED Can swim 5m in each stroke	STAGE 3 ADVANCED Can swim 10m in each stroke	STAGE 4 ADVANCED FINS Can swim a length in each stroke
9.30AM	STAGE 2 ADVANCED Can swim 5m in each stroke	STAGE 3 ADVANCED Can swim 10m in each stroke	SWIM SQUADS (Starts and Turns) Working on diving, tumble turns	PRIVATE LESSONS 1:1 or 2:1 Please email for booking and prices	PRIVATE LESSONS 1:1 or 2:1 Please email for booking and prices
10AM	STAGE 1 ADVANCED Age 4+, can put face in water/swim with noodle	STAGE 2 ADVANCED Can swim 5m in each stroke	10.15 AM EASTER ACTIVITIES Swimmers Stage 3 upwards	10.15am HOLIDAY CLUB @ 12noon Stage 3 advanced upwards	
10.30AM	STAGE 1 ADVANCED Age 4+, can put face in water/swim with noodle	STAGE 2 ADVANCED Can swim 5m in each stroke	10.45 STAGE 8 SYNCHRO Artistic swimming for stage 4 upwards	 <a href="http://www.letsdivein.co.uk">www.letsdivein.co.uk</a>	
11AM	SWIM FIN Beginners aged 4-6 years		11.15 ROOKIE LIFEGUARD swimmers Stage 3 Advanced + Learning self rescue and water safety		
11.30AM	PRIVATE LESSONS 1:1 or 2:1 Please email for booking and prices	PRIVATE LESSONS 1:1 or 2:1 Please email for booking and prices			

Book your preference on your client portal or contact:  
[bernice@letsdivein.co.uk](mailto:bernice@letsdivein.co.uk) for more info




## LDI Easter Holiday Club

for Stage 3 advanced upwards  
Wednesday 8th-Friday 10th April  
10.15-12noon at Claire's Court Girls' School

10.15AM	10.45AM	11.15AM	11.45
EASTER ACTIVITIES (30MIN) Swimmers Stage 3+. Easter-themed activities such as underwater egg hunt, egg water polo, etc.	STAGE 8 SYNCHRO (30 MINS) Artistic swimming for stage 4 upwards	ROOKIE LIFEGUARD (30MIN) Squad swimmers and swimmers Stage 3 Advanced +. Learning self rescue and water safety following the RLSS Rookie Lifeguard Scheme	Diving and Water Polo

suitable for years 5-11  
£25 a session, drop off and pick up  
DO ALL SESSIONS for 3 DAYS only £60

Contact:  
[bernice@letsdivein.co.uk](mailto:bernice@letsdivein.co.uk)  
for more info



[www.letsdivein.co.uk](http://www.letsdivein.co.uk)



## WISE OWLS EASTER HOLIDAY CLUB

at COURTHOUSE JUNIOR SCHOOL, MAIDENHEAD

**Easter Holiday Club**  
Monday 30th March – Friday 10th April  
8:30am – 5:30pm  
Courthouse Junior School, SL6 5HE

**BOOK NOW**

Our Easter programme is packed with seasonal excitement, hands-on activities, outdoor adventures and memorable themed experiences. With a carefully designed timetable and flexible free-choice zones, children enjoy the perfect balance of structured sessions and independent exploration.

- ♥ Children ages 3-14 years
- ♥ From just £39.50 per day\* (only £4.38 per hour)
- ♥ Home cooked, healthy all day menu only £6.85
- ♥ Activities to suit all interests and abilities
- ♥ Every child has a pastoral care worker to ensure their wellbeing

*"My favourite thing about holiday club is they give us lots of free time to do what we want."*




**BOOK ONLINE**  
[wiseowlschildcare.co.uk](http://wiseowlschildcare.co.uk)  
 01628 620013  
[info@wiseowlschildcare.co.uk](mailto:info@wiseowlschildcare.co.uk)  
 Pay by childcare voucher or tax-free childcare





# Community Pages: What is happening in our local area?

Community Events Disclaimer: Please note that the events listed are organised by external parties and are not endorsed or recommended by Alwyn Infant School. We provide this information as a courtesy to our community. We advise families to exercise their own discretion and judgement when participating in any events or activities.

## Girls

Want to Get Active & Have Fun?  
**Come and Play Cricket**  
at  
**Boyne Hill CC**

**"ALL ABILITIES WELCOME"**  
Just come along on a Friday night.  
No kit or equipment required.

**BAR & BBQ  
FRIDAY NIGHTS**





All Ages from  
Under 4 (Reception)  
up to U15 (Year 10)

**Girls Training**

Fridays U8-U9 6.00pm-7.00pm (Softball)  
U10-U15 6.00pm-7.00pm (Softball & Hardball)  
Saturdays U4-U7 All Stars 9.30am-10.30am (Softball)

**Contact**  
Jack Spencer Jones  
jacks pencerjones@yahoo.co.uk 07595463584

**GOYALS**

@BoyneHill CC    Boyne Hill CC    boynehillcc1890  
Address: BoynGrove, HighwayRoad, Maidenhead, Berkshire, SL6 5AE

SPECIAL BRANCH OF  
**WINDSOR & MAIDENHEAD**  
BSU BATH SPA UNIVERSITY

## Train to Teach in Windsor & Maidenhead

### RBWM SCITT (School Centred Initial Teacher Training)

Providing Exceptional Local Teacher Training Since 2002

We offer a high-quality, bespoke training experience with personalised support. We are proud of our success: **100% of our trainees** have achieved Qualified Teacher Status (QTS) and gained employment.

**Partnership with Bath Spa University**  
All trainees gain a **Postgraduate Certificate in Education (PGCE)** worth 60 Master's credits alongside their QTS.

**Choose Your Pathway**

- Postgraduate Fee-Funded (Primary or Secondary)**
  - Primary:** ages 3-7 or 5-11.
  - Secondary:** ages 11-16 or 14-18 across a wide range of subjects.
  - Structure:** September to July, 4 days a week in a lead school / 1 day in central training, 8-week second placement in a contrasting school environment.
  - Funding:** Training costs of **£8,000** are covered by Student Finance.
- Postgraduate Teaching Apprenticeship**
  - Salaried Route:** A 1-year employment program for those with **considerable school experience** (e.g. HLTAs or TAs with 3+ years experience).
  - Funding:** Training costs of **£8,000** are covered by the apprenticeship levy.

**Why Train With Us?**

- Local Expertise:** Training is delivered by advisers and leading practitioners.
- Diverse Settings:** A wide variety of schools, including nursery, primary, secondary, and middle schools.
- Financial Support:** Bursaries or scholarships of up to **£31,000** may be available for fee-funded trainees. See: [Teacher Training Funding](#)

**Entry Requirements**

- Degree: UK Honours degree (2:2 or above).
- GCSEs: Grade 4 (C) or above in English and Maths (plus Science for Primary).
- Overseas qualifications must be verified by UK ENIC (see [UK ENIC website](#))
- Equivalency tests can be gained through the following provider: [Equivalency Testing](#)



**How to Apply**

- Apply through the Government's Apply for Teacher Training service ([Apply for Teacher Training](#))

**Useful Links**  
[RBWM SCITT website](#)    [Bath Spa University](#)    [Apply for Teacher Training](#)  
[Get Into Teaching](#)    [Student Finance](#)

**Contact**  
 claire.murray@achievingforchildren.org.uk  
 07710 913454

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SPRING



MAGAZINE & WEBSITE    THE GO-TO GUIDE FOR YOU AND YOUR CHILD

[raring2go.co.uk](#)    SPRING 2026

[CLICK HERE](#)

# 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 issues 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.

If your child arrives to school after these times, your child will receive an unauthorised late mark- this affects your child's attendance. The school gates are locked at 9am.

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

# School Day

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

## The School Gates

The Alwyn and Courthouse gates open at 8.40am until 9.00am 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 by 8.45am.**

**Year 1 and 2 children need to be in school by 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.