



**Friday, 6 September 2019**

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I hope you all had a lovely summer holiday, although I did hear of a number of parents going off for a relaxing coffee and cake after drop off yesterday. We have seven new Reception children this year and they have settled in amazingly well. The Year 1 children in their class are already showing themselves to be super role models and helping to support them in class and around the school.

It is already busy with a visit to the church planned on Monday for all the children and a reading week as well. Reading is going to be a big focus for us this year (not that it isn't normally) we really want to find ways to enthuse and inspire the children to becoming confident and independent. In order to do that we need to be able to offer them a wide range of books which cater for all levels of readers. That is why we are asking for some help in updating our stock of library books. Next week you will receive details of a sponsored readathon which we are going to have this half term. We also have booked in a book fair on the 16 September -20 September from the book people which you will be able to buy books at considerably discounted prices. You could have an incentive, so your child earns a new book by reading consistently each week.

### Collection of children

Please try and ensure your child knows who is picking them up at the end of the day. If it is someone different than normal please let the office know, preferably in the morning, otherwise by 2:30pm so we can ensure staff are aware. Please ensure the office has the details of all adult authorised to pick your child up. **Our policy is that if someone comes to pick a child up who does not have authorisation we will not release them into their care, until we have confirmed it with a parent. This does cause delays in pick up and can be upsetting for both the child and adults involved.**

**Dates for your diary**

**Autumn Term**

***Celebration assembly: Friday at 2.30pm***

9 September 2019	Frettenham Church, all classes, stained glass window project.
16 September – 20 September	Book People book fair, in the log cabin
4 October 2019	KS1 Multi Skills at Horsford
4 December 2019	KS2 Tag Rugby (Yr 3 & 4 am, Yr 5&6 pm) at Horsford Primary School
5 February 2020	All day year 1-6 Cross Country at Horsford Primary School
27 March 2020	KS1 Tri Golf 9.30-11.30am
20 May 2020	LKS2 Cricket Event
24 June 2020	UKS2 Cricket Event
29 June – 2 July 2020	City Sports



**Frettenham Primary School**

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*Part of the Nebula Partnership*

4 September 2019

Dear Parents,

On Monday the 9<sup>th</sup> of September, each class will be travelling by minibus to Frettenham church to find out about a stain glass project we are involved with. Reverend Engelsen will talk with the children about their windows and then the children will come back to school to continue their project. The visit will not affect lunchtimes. Please ensure your child has a jumper / coat as it can be a little chilly in the church.

Kind regards

G Longhurst

Head of School



The Nebula Partnership

# Sprowston Cluster of Schools



Cecil Gowing Infant  
Falcon Junior  
Garrick Green Infant  
Hainford and Frettenham Primary Partnership  
Hall School  
Lodge Lane Infant  
Old Catton Junior  
Sparhawk Infant and Nursery  
Spixworth Infant  
Sprowston Community Academy  
Sprowston Infant  
Sprowston Junior  
White Woman Lane Junior  
Woodland View Junior

1.9.19

Dear Parent/Carer,

## Attendance at school and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. The aim of schools in the Sprowston Cluster is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind to all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions<sup>1</sup> of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2019); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice and any pupil who meets either of the criteria, will be referred to the Local Authority for action to be considered.

In order to support schools with the collection of information to send to the court officer. Sprowston Cluster Schools may now request medical evidence if a pupil is absent from school for 10 consecutive sessions.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Headteacher

<sup>1</sup> Please note that the school day consists of 2 sessions.



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24 July 2019

Dear Parent/ Carers

### Change of Morning Routine

From September we would like to revert back to the 'winter routine'. We believe that this will help our new reception pupils to settle with ease. When children arrive on the playground in the morning, we would like them to say goodbye to parents and go straight into class where there will be a teacher or teaching assistant.

The idea is to create a calmer start to the day, and we have found that more children feel overwhelmed and anxious waiting outside in a busy playground before school starts. We have also noticed that when it is raining and the children filter into school gradually it is a calmer start to the day. With Class 3 there is also a bottle neck in their cloakroom as they all jostle to put their bags and coats away, this would be avoided if they arrived at staggered times. The school gates will be unlocked at 8:30am as usual and registration will take place at 8:45am.

**Our previous rule that parents do not go into classrooms before school still applies, otherwise the busyness of the playground would just transfer to the cloakrooms.**

If you do need to speak to a member of staff about a matter that is urgent and will affect your child that day, then please come to the office and we will make a member of staff available.

**So to be clear, the new routine is as follows:**

**8:30am: The gate is unlocked and children are able to arrive and go to their classroom. They can hang up their bags and coats and settle down to an activity with adult supervision.**

**8:45am: Registration.**



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**8:55am: Registration closes: children arriving after 8:55am should go to the office and be signed in.**

We have received lots of positive feedback from parents and the wider community, of how well this worked during our winter months. It especially helped the parking outside the school on School Road.

Thank you for your support.

Kind regards,

Gyles Longhurst  
Head of school



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