



William Penn Newsletter February 7th 2020

Attendance and Punctuality

Thank you for your help in ensuring that our attendance figures are positive. They are currently above the county target and this means that your children will be able to benefit from much more learning time in school.

We would like to ask for greater consistency in the area of punctuality. An extract from the schools attendance policy is included below for your attention:

Lateness

Morning registration will take place at the start of school at 8.35am – 8.45am. The registers will remain open for 20 minutes (close at 8.55am). If a pupil arrives between 8.45am and 8.55am they will be recorded as being 'late during the time that the register was open (statistical - meaning present)'. Pupils arriving after 8.55am will be recorded as being 'late after the register closed (statistical meaning – unauthorised absence)'. A pupil arriving after 8.55am, should be brought to the school office by the adult responsible for bringing them to school and will be marked as 'unauthorised absent' unless there is a legitimate reason provided, such as severe weather conditions. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at: 1.00pm. The registers will close at: 1.10pm

Friends Club

We are really pleased that so many of you are making good use of the Friends' Club. In order to keep the club running smoothly, please can we remind you of the following points:

- Whilst, in most circumstances, we are able to accommodate ad hoc bookings, these are not guaranteed at short notice. You will understand that we have to pre-organised staffing and there may be times when this can not be changed at short notice.
- Payments should be made on receipt of the invoice or in ad hoc situations on collection from the session.
- **Children will be ready for prompt collection at the end of their session in the school office. In case of late pick up from all sessions, the next session will be charged at the full rate. This is a necessary part of staffing logistics and therefore, this charge cannot be negotiable. For late collection after 6pm there is a £15 additional charge which is non-negotiable. Attendance at further sessions is dependent on payment having been made.**

School Wifi Access for Parents and Visitors

We are pleased to introduce wifi access for parents and visitors at William Penn. Hopefully this will help with communication when at school given that the network reception can be unreliable in Coolham. The name of the network is William Penn Guest Network and the password is ArmorFridge00

Safeguarding Update

It is very important that the school office is informed if any child is to be picked up by someone unfamiliar to the school – either at the end of the school day or from the Friends' Club. Our standard procedure is to telephone parents before we release the child if we have not had prior confirmation and this can lead to some embarrassment or frustration as well as delay.

Pupil Achievements

Congratulations to Laura D-L and Mya N who have both passed their first grading for taekwondo gaining their white-yellow belts. Michael T has been awarded a man of the match award at Billingshurst Youth under 7s.

If you have any pupil achievements that you would like mentioned in the newsletter, please e-mail the office:

office@williampenn.co.uk

