



# NEWSLETTER



Friday 22<sup>nd</sup> September 2023



**WELCOME TO YOUR NEW HOME**  
**DESIGN A CARD COMPETITION**  
Open to all pupils from Annie Lennard School

If you would like to enter MCP's competition, please draw us a picture of what 'home' means to you

We will choose three winners, one from each age group:

1. Early Years (3-5 years)
2. Key Stage 1 (5-7 years)
3. Key Stage 2 (7-11 years)

All entries must be handed in to your teacher by  
**Tuesday 7th November**

The three winning designs will be used on the front of  
'MCP's Welcome to your new home cards'

We will be back on the 16th November to announce the winners at a prize giving assembly

**GOOD LUCK!**



In yesterday's assembly, we had 2 visitors from MCP to introduce the above competition. If you would like your child to enter the competition please hand all entries in by Tuesday 7<sup>th</sup> November 2023

## Meals

All meals MUST be paid for on ParentPay before ordering, credit can be added to cover any meals that have already been taken

We don't serve Halal meat in school so if you request Halal we will class your child as pescatarian and they will only be served vegetarian & fish. Let the office know if you need to update your child's information.

## First Aid notifications

We will be sending all first aid incidents via email on Medical Tracker. We will only call you if we feel you need to collect your child. If you need to update email address send it to [admin.office@annielennard.sandwell.sch.uk](mailto:admin.office@annielennard.sandwell.sch.uk) with child's name & class.



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## Certificates this week – well done to the following children

- Jibraeel, Fletcher & Imaan
- Mason, Louise & Barkot
- Alisha, Kyzer & Gavin

## Attendance Matters

	<u>Wk1</u>	<u>Wk2</u>	<u>Wk3</u>	<u>Wk4</u>	<u>Wk5</u>	<u>Wk6</u>	<u>Wk7</u>	<u>Wk8</u>	<u>½ term</u>
<u>Year 1</u>	96.4	97.4	91.0						
<u>Year 2</u>	96.7	95.8	97.7						
<u>Year 3</u>	88.5	92.2	91.5						
<u>Year 4</u>	90.8	92.2	93.3						
<u>Year 5</u>	98.9	99.2	98.0						
<u>Year 6</u>	98.9	98.0	96.8						
<u>Whole school</u>	95.1	95.8	94.8						

Well done to **Year 5** you have the best attendance again this week.

## School Times

School starts at 8.45 and finishes at 3.15.

The school day starts at 8.45, so all children should be in the playground ready to come into school at this time when the first bell sounds. At 8.50 the second bell rings to let staff in classrooms know it is time to close the classroom doors. At 8.50 please go to the main entrance to be let into school, it is always our intention to have a member of staff on the main entrance to let children in but there may be occasions where you may have to wait.

## Home Time

If someone different is going to be collecting your child/ children can you let the school office know before the end of the day please. We will **not** let your child go with anyone other than you or the person who normally collects them until we have had confirmation from parents.

## Vacancies

The Governors at Annie Lennard Primary School are looking to appoint a cheerful and enthusiastic cleaner to work as part of our own dedicated cleaning team. The role will



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involve general cleaning of the school buildings. You will work both individually in a section of the school and as part of a team.

We are looking for someone who:

- Has recent experience of cleaning within a school setting
- A good timekeeper
- Able to work as a team
- Self-motivated
- Is reliable

Sandwell Council and Annie Lennard Primary school are committed to safeguarding and promoting the welfare of all our pupils, we expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced DBS check. Pre-employment checks will be carried out in line with KCSIE

This permanent post is for 10 hours per week 7am – 9 am Monday to Friday, 52 weeks per year with holiday entitlement. (holidays are not permitted in term time)

Applications, Job Descriptions and Personnel Specifications can be viewed and downloaded from the Sandwell Council website and from school office. Completed application forms can be emailed to [natalie.crozier@annielennard.sandwell.sch.uk](mailto:natalie.crozier@annielennard.sandwell.sch.uk)

Closing date: Monday 25<sup>th</sup> September

Shortlisting: from 26<sup>th</sup> September

Interviews: Week beg 2<sup>nd</sup> October – date to be confirmed

## Leave of Absence

You will need to complete a leave of absence form when you know your child will not be attending school due to an appointment, event or holiday. These forms can be collected from the school office. It is vital that these forms are filled in correctly, if there are gaps we will return them for additional information to be added to them. Please ensure that both parents names are put on the form even if you do not reside together. The form states you must enter the names/ dates of birth and address of every additional adult who holds Parental Responsibility and/ or care of your child (for example new partner/ spouse who lives at the same address as your child or name of parent who lives at a different address)

Section C: Additional Parent/Carer(s) with Parental Responsibility			
You must enter the names/dates of birth and address details of every <b>ADDITIONAL</b> adult who holds Parental Responsibility and/or care of your child.			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			



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Holidays **will not** be authorised, if you feel any request falls under exceptional circumstances then please add all relevant information to the form so an informed decision can be made. When filling out the form please remember include where you are going. Please be aware that absences that are classed as unauthorised may be subject to a penalty notice being issued – please see below.

By signing this application, I understand and agree the following:			
1. That I have read the Leave of Absence Request Guidance Notes and that if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice (a fine of up to £120 in respect of each child and each Parent/Carer) and/or be subject to further legal proceedings in the Magistrates Court). 2. That I am a Parent/Carer with whom the student 'normally resides'. 3. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance" and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.			
Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Parent/Carer Applicant SIGNATURE		Date of Application	/ /
Relationship to student			

## Dates for your Diary

Month	Date	
September	Thursday 28 <sup>th</sup>	Year 6 visit to St Hildas – 1pm – 3pm
	Friday 29 <sup>th</sup>	Year 1 and Year 2 trip to Black Country Living Museum
October	Monday 2 <sup>nd</sup>	Flu Vaccines – whole school
October	Thursday 5 <sup>th</sup>	Year 3 & 4 visit to St Hildas – 1pm – 3pm
October	Friday 6 <sup>th</sup>	Autumn Fair 3.30pm – 5.30pm
October	Friday 20 <sup>th</sup>	Year 5 & Year 6 trip to the Tower of London (leave school at 7.15am arrive back at school at 7pm approx.)
October	Tuesday 24 <sup>th</sup>	Parent Consultation Day – Year R, 2, 4 & 6 8am – 6.30pm
October	Thursday 26 <sup>th</sup>	Parent Consultation Day – Year N, 1, 3 & 5 8am – 6.30pm
October/ November	30 <sup>th</sup> – 3 <sup>rd</sup>	Half Term Holiday
November	Monday 6 <sup>th</sup>	Training Day - school closed to pupils
November	Friday 17 <sup>th</sup>	Y3 visit to Birmingham Rep to see The Lion, The Witch and The Wardrobe
November	Thursday 23 <sup>rd</sup>	Year 5 visit to St Hildas – 1pm – 3pm
December	Tuesday 5 <sup>th</sup>	Flu vaccine catch up clinic
December	7 <sup>th</sup> – 12 <sup>th</sup>	Book Fair in School
December	Thursday 14 <sup>th</sup>	Year 1 & 2 visit to St Hildas – 1pm – 3pm
December	Tuesday 19 <sup>th</sup>	EYFS Christmas Production 9.30 School Hall



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December	Wednesday 20 <sup>th</sup>	KS1 Christmas Production 9.30 school Hall
December	Thursday 21 <sup>st</sup>	Christmas Party all year groups – children to come dressed in party clothes if they wish
December	Friday 22 <sup>nd</sup>	Training Day - school closed to pupils
December / January	25 <sup>th</sup> – 5 <sup>th</sup>	Christmas Holidays
January	8 <sup>th</sup>	Spring term starts for pupils
	Friday 12 <sup>th</sup>	Young Voices Concert @ Resorts World Y3, Y4 & choir
February	12 <sup>th</sup> – 16 <sup>th</sup>	Half Term Holiday
February	Tuesday 20 <sup>th</sup>	Parent Consultation Day – Year R, 2, 4 & 6 8am – 6.30pm
February	Thursday 22 <sup>nd</sup>	Parent Consultation Day – Year N, 1, 3 & 5 8am – 6.30pm
	Tuesday 27 <sup>th</sup>	Year 6 SATS revision club starts for year 6, this will run every Tuesday up until SATS week in May. 3.15 – 4pm
March	14 <sup>th</sup>	Reception visit to St Hildas – 1pm – 3pm
March/ April	25 <sup>th</sup> – 5 <sup>th</sup>	Easter Holidays
April	8 <sup>th</sup>	Summer term starts for pupils
April	24 <sup>th</sup> – 26 <sup>th</sup>	Year 3 to Year 6 residential trip to Frank Chapman
May	6 <sup>th</sup>	May Day Bank Holiday – school closed
May	8 <sup>th</sup> – 16 <sup>th</sup>	Year 6 SATS breakfast club
May	13 <sup>th</sup> – 16 <sup>th</sup>	Year 6 SATS week, all year 6 pupils <b>MUST</b> be in school this week for Statutory testing
May	20 <sup>th</sup> – 23 <sup>rd</sup>	Summer Book Fair
May	Tuesday 21 <sup>st</sup>	EYFS trip to Wild Lives Forest School at Warley Woods
May	27 <sup>th</sup> – 31 <sup>st</sup>	Half Term Holiday
June	3 <sup>rd</sup> – 7 <sup>th</sup>	Year 4 multiplication test will happen this week
June	Friday 7 <sup>th</sup>	Class Photographs
June	10 <sup>th</sup> – 14 <sup>th</sup>	Year 1 Phonic screening test & Year 2 retake this week
June	Friday 28 <sup>th</sup>	Provisional Date for Sports Day @ Thimblemill Rec
July	Wednesday 10 <sup>th</sup>	Year 6 end of year production 9.30 in school Hall
July	Thursday 11 <sup>th</sup>	Year 6 end of year production 1.30 in school Hall
July	Friday 12 <sup>th</sup>	Reports out to Parents
July	Monday 15 <sup>th</sup>	Year 6 Leavers Prom @ Thimblemill Rec 6pm – 8pm
July	Wednesday 17 <sup>th</sup>	Class Swap – pupils will meet their new class teacher 9.15 – 10.15
July	Friday 19 <sup>th</sup>	Year 6 Leavers Assembly 2.15 – 3.00
July	Friday 19 <sup>th</sup>	Pupils Break up for Summer Holidays
July	Monday 22 <sup>nd</sup>	Training Day – school closed to pupils