



WGPS  
Work Grow Play Succeed

## **NEWSLETTER – 4<sup>th</sup> September 2017**

### **Welcome Back!**

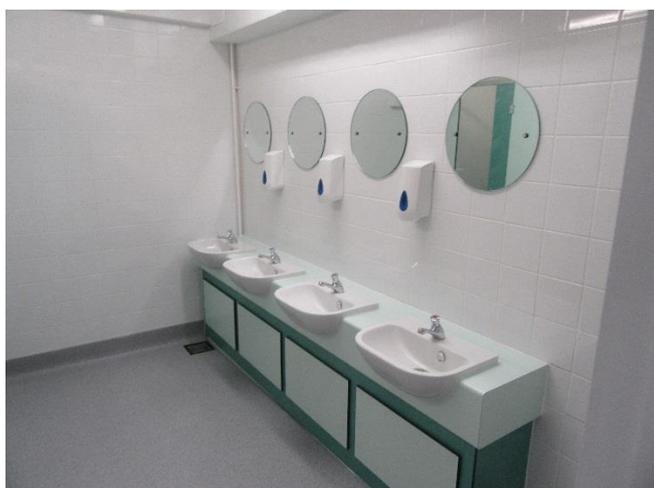
A warm welcome back to all the children and staff of Woodford Green Primary! It has been lovely to see all the children today, excited to be back at school and ready for a brand new academic year. Staff have already commented that the behaviour today has been exceptional and they are all looking forward to some exciting learning this term. As always, our aim this year is to work in partnership with parents and carers to provide the highest quality education for all of our children and we are committed to continually improving our results. We will be updating our website this week, where all our results for last academic year will be published.

### **Curriculum Briefings: 11<sup>th</sup> September 2017**

We would like to invite all parents to attend the Curriculum briefings on Monday 11<sup>th</sup> September 2017. This will be an opportunity for parents to find out more about what the children will be learning about this term. A letter will be sent to parents tomorrow, Tuesday 5<sup>th</sup> September 2017, with a reply slip attached for parents to complete. We hope that many of you will attend.

### **WCs**

Over the holidays, we have had major refurbishments of our school WCs. They are looking fresh and bright!



### **Uniform**

Please ensure that all uniform is marked clearly with your child's name so that nothing gets lost! Then, if anything is lost, it can be returned quickly to your child. Thank you.

### **Information and Reminders:**

Last academic year, our average attendance at WGPS was 95.57%. The national expectation for good and better attendance is set at 96.4% and above.

This means that our attendance must improve, particularly where absences unauthorised and term time holidays are concerned. We will be working closely with the Local Authority's Education Welfare Officers this academic year to ensure that we improve our attendance. We ask that parents/carers work closely with us to achieve this.

Please see the information below regarding attendance and absence procedures.



## Attendance Procedures

*Our Attendance Policy is in line with current Borough and Government guidelines. To help us improve the schools attendance we now have an Education Welfare Officer from the Borough who will be visiting weekly to discuss pupils with poor attendance and help us to improve this.*

*Please remember that if your child is absent from school, you must call the school office on the first morning they are off. You must call every day your child is off school and explain fully what is wrong with your child or any other reason why they are not present. Calling and saying they are ill or unwell is not sufficient – we need to know what is wrong with your child i.e. Chicken pox or a temperature or vomiting etc. This is so we can monitor if there are any infectious illnesses spreading through school that we may need to inform parents about. If we do not hear from you by the time the registers are closing at 9.30am we will start telephoning to find out why.*

*All children have to be accounted for each day at school to ensure there are no child protection issues. If we are unable to contact you we may have no option but to report to the child protection department at Waltham Forest that a child is missing/unaccounted for.*

*Please ensure that if your child is off school due to illness for more than 2 days – even if you have telephoned us daily – Parents/Carers need to write us a letter as confirmation. Please put in your letter whether you visited or spoke to your GP and what they advised and if they prescribed your child any medication. If you did not visit or speak to your GP then please just confirm to us why your child was absent. (The school is not requiring you to visit your GP especially to obtain confirmation).*

*If your child was absent due to another reason and you have documentation to support the reason, please bring it in to copy or attach it to your letter.*

*Appointments for medical/dental treatment should be made for outside school hours, if possible, and evidence of the appointment must be given to the school office.*

*No time off will be authorised in the weeks immediately before or after any school holidays.*

*We have been advised to tighten up on children who arrive at school late. The children should be lined up in the playground each morning for the bell to ring at 8.55am. Once the Teachers have taken the pupils in the line into school the doors will be closed. Any children then arriving must come in through the main reception door. They will be noted as arriving in order to update the registers. If children arrive after 9am they will be marked as late. If a child arrives after 9.30 when registration time officially ends they will get a U mark for the morning which is late after registers closed.*

*If you intend to take your child out of school during term time you must complete an Absence Form prior to taking the time off school. Under some circumstances a certain amount of time may be granted and approved. But the vast majority of time off during term time we will be unable to authorise but we obviously still need to know that your child is absent for Child Protection reasons. Holiday taken during term time will most likely result in a fine from the Borough.*

*It is essential that all parents adhere to this policy. Your continued support is much appreciated in our efforts to improve attendance across the school.*

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***Vomiting and Diarrhoea*** – if your child is suffering from either of these conditions, or both, then they should not come in to school. They must be clear of Vomiting or Diarrhoea for 48 hours before returning to school.



**Term Dates for Current Academic Year**



**Woodford Green Primary School Calendar 2017/18**

<b>Autumn Term 2017</b>	
Fri 1 <sup>st</sup> September	Staff INSET Day (school closed for children)
Monday 4 <sup>th</sup> September – Wednesday 20 <sup>th</sup> December	
Fri 20 <sup>th</sup> October	Staff INSET Day (school closed for children)
Mon 23 <sup>rd</sup> – Fri 27 <sup>th</sup> October	Half Term holiday (5 days)
Thur 21 <sup>st</sup> Dec – Tues 2 <sup>nd</sup> Jan 2018	Christmas holiday (9 days incl 3 Bank holidays)
<b>Spring Term 2018</b>	
Wed 3 <sup>rd</sup> Jan 2018	Staff INSET Day (school closed for children)
Thursday 4 <sup>th</sup> January – Thursday 29 <sup>th</sup> March	
Mon 12 <sup>th</sup> – Fri 16 <sup>th</sup> Feb	Half Term holiday (5 days)
Fri 30 <sup>th</sup> March	Good Friday Bank Holiday
Mon 2 <sup>nd</sup> April	Easter Monday Bank Holiday
Tues 3 <sup>rd</sup> April – Fri 13 <sup>th</sup> April	Easter Holidays (11 days incl 2 Bank holidays)
<b>Summer Term 2018</b>	
Monday 16 <sup>th</sup> April – Thursday 19 <sup>th</sup> July	
Mon 7 <sup>th</sup> May	Bank Holiday
Mon 28 <sup>th</sup> May	Bank Holiday
Tues 29 <sup>th</sup> May – Fri 1 <sup>st</sup> June	Half Term holiday (5 days incl 1 Bank holiday)
Mon 4 <sup>th</sup> June	Staff INSET Day (school closed for children)
Tuesday 5 <sup>th</sup> June – Thursday 19 <sup>th</sup> July	
Fri 20 <sup>th</sup> July	Staff INSET Day (school closed for children)
Mon 23 <sup>rd</sup> July – Fri 31 <sup>st</sup> Aug	Summer Holidays (6 weeks holiday incl 1 Bank holiday)

- This calendar gives a total of 195 days (190 pupil days plus 5 INSET days)
- No fixed days off are scheduled for Religious holidays – a maximum of 3 days may be authorised for this with prior agreement by the Head Teacher.

**School Name**

**2017-2018 School Calendar**

<p><b>September 2017</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Su	M	Tu	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>October 2017</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>November 2017</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	Su	M	Tu	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
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### School Dinner info sheet

Dinner costs for Sept 17 are below:

**WOODFORD GREEN PRIMARY SCHOOL**  
**SCHOOL DINNERS**  
**Mon 4 Sept - Thur 19 Oct 2017**  
**(Years 3 – 6)**

	Dates	Number of dinners @ £2.16	Cost per week	Running total for half term
WK1	Mon 4 – Fri 8 Sept	5	£10.80	£10.80
WK2	Mon 11 – Fri 15 Sept	5	£10.80	£21.60
WK3	Mon 18 – Fri 22 Sept	5	£10.80	£32.40
WK4	Mon 25 – Fri 29 Sept	5	£10.80	£43.20
WK5	Mon 2 Oct – Fri 6 Oct	5	£10.80	£54.00
WK6	Mon 9 Oct – Fri 13 Oct	5	£10.80	£64.80
WK7	Mon 16 Oct – Thur 19 Oct ( <i>Fri in an INSET day</i> )	4	£8.64	£73.44
<i>If you wish to pay for the half term the cost will be £73.44 (34 days @ £2.16)</i>				

### **School Dinner Rules – Please read this section**

The following rules must be adhered to:

- ❖ Payments for School Meals should be made through [Schoolmoney.co.uk](http://Schoolmoney.co.uk)
- ❖ Regular weekly payments must be received. If no money is received for the current week's dinners you will be contacted regarding payment and if you owe more than 1 week's money you will be asked to bring packed lunch for your child until the outstanding money is received.
- ❖ Having opted to have school meals (SM) your child should continue with this choice until the next half term when they can change to packed lunches (PL). Children should not keep swapping from one to the other.
- ❖ If your child does wish to swap their meal choice - at any time - you must come to the office to inform us or send the office a note so that we can update our computer records. If this is not done you may still be charged for meals!
- ❖ If your child is ill/absent and marked as such on the register computer system in the morning you will not be charged for any missed lunches. Any credit will be carried forward to the next week.
- ❖ If your child falls ill during the morning session at school and goes home before 11am we can cancel the dinner and you will not have to pay. We can't cancel dinners after 11am as the food will already have been prepared by the cook.
- ❖ If your child has a medical appointment which means they will arrive late to school you must let the office know if they will require a dinner.
- ❖ Parent/carer help in this process is essential. Thank you for your co-operation.