

## SCHOOL OFFICE UPDATE - 6<sup>th</sup> September 2019



Welcome back to you all! It has been a busy and exciting couple of days to start this new academic year. It has been wonderful to see the children settling well into their new classes.

### ATTENDANCE

Well done to everyone for arriving punctually to school this week. The Attendance Policy is currently under review but in the meantime, we would like to draw your attention to a few important points to remember:-

- Taking time off for a family holiday is not a legal right and Headteachers are not permitted to grant leave of absence during term time unless there are **very exceptional circumstances**, such as bereavement of immediate family member or another traumatic event in the family.
- Penalty notices may be issued for unauthorised absences. For further details, please see our Attendance Policy on the School Website.
- Parents are expected to ensure that children are present at registration at 8:50am. Arriving after this time will be marked as **late** in the register, and arriving more than 15 minutes after the start of the session, ie. after the registers close at 9:05am, without good reason, is counted as an **unauthorised absence**.
- Where possible, we expect routine medical and dental appointments to be taken outside of school time. However, where this is not possible, in the case of absence due to medical or dental appointments, we would ask that you inform the Office in advance in the first instance, and also that you provide the office with evidence of the appointment (which may include a text confirmation).
- Our school target is a minimum of 97% attendance. If your child's attendance falls below this, it will be monitored closely. You will be contacted by telephone in the first instance and this will be monitored if attendance continues to fall. Perpetual lateness will also be monitored in the same way.

### DINNER MENU

The cost of School Dinners remains at only £2.20. You should by now have received the three-weekly menu for this term. We will begin with Week 1 Menu on Monday 9th September.

### UNIFORM

A gentle reminder that children should not wear trainers to school and that large colourful bows are not permitted. Any hair accessories should be small and subtle, and in the school colours of blue, white or black. Shirts or polo shirts should be tucked in and children in years 3 to 6 are expected to wear ties. You can order ties from Smarty Pants and we would expect to see all children wearing ties by Monday 16th September. We will have a small number of ties for sale in the office if your child comes to school without one. We will require exact money in cash, or cheques can be made payable to Kelvedon Hatch Community Primary school. Traditional ties cost £3.95 and clip on ties cost £5.50.

### YEAR 5 & 6 WALKING HOME

Please inform us in writing if you give permission for your child to walk home unaccompanied. Even if you have previously given permission, we do still require updated written confirmation for this school year.

### DATA COLLECTION SHEETS

Thank you to those of you who have handed in your data collection sheets. There are still a large number of families who have yet to return them. It is really important that we have the most up-to-date contact details for you, along with the correct medical and dietary information for your child. Please, if you have not yet done so, could you review and update the information and return to the School Office by Monday 9th September.

## **NOTICES AND REMINDERS**

- Essex County Council Applications for Secondary School places for September 2020 opens on 12<sup>th</sup> September 2019 and closes on 31<sup>st</sup> October 2019.
- Essex County Council Applications for Primary School places for September 2020 opens on 11<sup>th</sup> November 2019 and closes on 15<sup>th</sup> January 2020

## **SCHOOL DIARY DATES 2019**

### **SEPTEMBER 2019**

12<sup>th</sup> – 3:30pm - Meet the Teacher Y4 & Y5  
16<sup>th</sup> – Clubs begin this week (except knitting and sewing clubs)  
16<sup>th</sup> – 3:30pm – Meet the Teacher Y3 & Y6  
17<sup>th</sup> – 2:45pm – Meet the Teacher Class R  
17<sup>th</sup> – 3.30pm – Meet the Teacher Y1 & Y2  
26<sup>th</sup> – 9:00 -10:00am - MacMillan Coffee Morning  
26<sup>th</sup> – Anglo European School & Becket Keys School Open Evenings  
29<sup>th</sup> - Brentwood County High School Open Day

### **OCTOBER 2019**

1<sup>st</sup> – 9:00am – New Intake Sept 2020 Parent Tour  
2<sup>nd</sup> – Becket Keys School Open Evening  
3<sup>rd</sup> – Shenfield High School Open Evening  
8<sup>th</sup> – 3:30-4:30pm – Book Look, all Year Groups (Parents/Carers invited into classrooms to look at work)  
10<sup>th</sup> – Y3 & Y4 Trip to Legoland  
15<sup>th</sup> - 9:00am – New Intake Sept 2020 Parent Tour  
15<sup>th</sup> – 3:30-5:00pm Parent Consultation Evening  
17<sup>th</sup> – 5:00-7:30pm Parent Consultation Evening  
17<sup>th</sup> – St Martins School Open Evening  
25<sup>th</sup> – Break-up for Half-Term  
31<sup>st</sup> – Deadline for ECC Secondary School Applications

### **NOVEMBER 2019**

4<sup>th</sup> – Return to School  
5<sup>th</sup> - 9:00am – New Intake Sept 2020 Parent Tour  
11<sup>th</sup> to 15<sup>th</sup> – Anti-Bullying Week  
19<sup>th</sup> - 9:00 – 10:00am – New Intake Sept 2020 Parent Tour

### **DECEMBER 2019**

3<sup>rd</sup> - 9:00am – New Intake Sept 2020 Parent Tour  
6<sup>th</sup> – PTS Christmas Fayre  
10<sup>th</sup> – 2.15pm Infant Christmas Performance  
10<sup>th</sup> – 6pm Junior Christmas Performance  
11<sup>th</sup> – Christmas Dinner  
12<sup>th</sup> – 2.15pm Junior Christmas Performance  
12<sup>th</sup> – 6pm Infant Christmas Performance  
19<sup>th</sup> – Last day of Term

Children return to school on Monday 6<sup>th</sup> January 2020