



9<sup>th</sup> January 2023

A Happy New Year and welcome back to all our parents and carers. 2023 has got off to an excellent start in school; the children are showing fantastic attitudes towards their learning. We have also welcomed a new Deputy Head to Caldew Lea, Mr Tony Clayton who I am sure will become a familiar face to you very quickly. As a school, we intend to start the new year as we mean to go on, and this means that we will be doing everything we can to ensure our children have the best possible start to every single school day. We do, as always, require your support with this in the following areas:

### **Attendance (inc term time holidays)**

In 2021/22, we were proud to have the second highest attendance of all Cumbria Education Trust primary schools, this was a massive achievement for our school and it couldn't have happened without your support. This enabled almost every child to make good progress in their learning and catch up on the learning lost through the pandemic. Sadly, our attendance has dropped off considerably and is at its lowest point for 3 years. When a child's attendance drops below 95% it causes concern and we will ask you to come into school informally to discuss this. When a child's attendance falls below 90% they are classed as 'persistent absentees' and this will lead to a more formal meeting with Deputy Head in the first instance or the Headteacher for 'stuck' cases which are not moving forward. An attendance action plan will then be put in place with formal monitoring procedures. We know that sometimes absence can't be helped when children are genuinely poorly and we will always look at each child's attendance on a case by case basis. However, there are many instances when children do not need to be absent from school, such as term time holidays. **Should you choose to arrange a holiday in term time, you will be asked to come in and meet with the Headteacher to discuss this.** This is unauthorised absence and goes on your child's school attendance record. Please be mindful of this when booking holidays.

If your child is going to be absent from school, please ensure you phone the school office by 8.50am. If no reason is provided for absence, our Engagement and Wellbeing Team may carry out a home visit.

### **Punctuality**

Children need to be in school on time in order to make a positive start to the day and not miss out on any learning. Children can feel embarrassed about arriving late to school and this can impact upon their behaviour and engagement. **From Monday 16<sup>th</sup> January we will be locking the school gate at 8.55am every morning.** This is to ensure that every child is registered and ready to start their learning at 9am prompt each day. **Late arrivals must report directly to the school office – children must be accompanied by an adult.**

### **Uniform**

Wearing the correct school uniform is incredibly important in maintaining both high standards and a sense of community. Our expectations are:

Black or grey school trousers / skirts – **leggings are not appropriate school uniform**

Black footwear – plain black shoes, boots or black trainers – **no coloured trainers** or embellished footwear

All long hair past shoulder length must be tied back with a bobble (this helps stop the spread of headlice) – please avoid large decorative bows and headbands which sit upright at the front of the head.



Jewellery is not permitted in school other than stud earrings which can be removed independently for PE and watches. **No other jewellery is permitted.**

We are seeing increasing numbers of children not prepared for PE lessons as they don't have a kit in school. Children should wear black shorts and, ideally, a school logo PE top. However, we know that these are expensive and we will accept plain red T-shirts which can be bought cheaply as an alternative. Children can wear black joggers in winter for PE lessons only. PE kits can be kept in school and returned at the end of each half term for washing.

As a school we value feedback from parents and welcome you into school to discuss any aspect of your child's school experience. Please be aware of the following communication procedures:

In the first instance, please contact your child's teacher via Dojo to raise any queries. Should you wish to speak to a member of the Senior Leadership Team, please contact the school office to make an appointment with the appropriate school leader:

**Our Senior Leadership Team:**

Early Years (Reception and Nursery) – Mrs Lane

KS1 (Years 1 & 2) – Miss Whalley

KS2 (Years 3 to 6) – Miss Shore

Assistant Headteacher – Mrs Kenyon

Deputy Headteacher & SENDCo – Mr Clayton

Headteacher – Miss Weston

**We thank you in advance for your co-operation and support.**

Miss Weston, Headteacher