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Attendance



Website:

<https://www.leenmillsprimary.co.uk>

Leen Mills Primary School

Message
from the
Headteacher

Welcome back!



It has been wonderful to welcome lots of children back to school but also to see so many new faces, it is amazing to see our Leen Mills family growing. The children have made a great start to the school year.

I have been making sure that I have been out and about at the start and end of the day, if you have not already done so, please come and find me and say hello. Please remember if you have any questions speak with your child's class teacher or pop to the office, we are happy to help.



Over the summer we have welcomed three new members of staff; Miss Jones, Mr Sadler and Miss Donothey. We are very excited to have them on the staff team and know they are going to do a brilliant job.

Here is to a great year at Leen Mills!

Staff news

Congratulations to Mrs Evans who is expecting her second baby in February. We are so pleased for her and her family.

Also, congratulations need to go to Miss Owen who got engaged over the summer. Miss Owen become Mrs Gavagan in the not-so-distant future.



Memorial service



We have planted a tree on the school grounds in memory of Oliver Shilton. On Tuesday 12th September we will be holding a dedication service at 5-6pm. Hopefully the weather will be kind as we will be outside. The gates to the KS2 playground will be open and this is where we will gather. Light refreshments will be available.

Anyone who wishes to attend is very welcome. Please feel free to mention this to someone you know who you think would like to join us.

We are very grateful to Graham Ward Funeral Services who have very kindly donated the plaque for Oliver's tree. Our thanks go out to them.

Uniform reminder



Our uniform expectations can be found on the school website (link below), but at the end of last year there were a few things that were creeping in that are not part of our school uniform policy.

<https://www.leenmillsprimary.co.uk/key-information/uniform-/>

Make up (including artificial nails, nail varnish, fake tan and false eyelashes) is not part of our school uniform. Children will be asked to remove make up/nail varnish or lashes if they are worn in school.

Please only send your child to school in their PE kit on days they have PE lessons. Please remember the school PE hoodie is not part of our normal school uniform requirements.

PE days are not chance to wear non uniform. The school PE must be worn and if pupils are not wearing the correct uniform you will be sent a text, and the children will be given the correct uniform to wear that day from the second hand stock we have in school.

Details of the PE kit requirements can also be found on the uniform link above.

Jewellery and earrings – the only jewellery permitted in school is a wristwatch (not a smart watch) and a pair of stud earrings. The only chains that can be worn are signs of faith. Again, if a child is wearing anything other than the permitted jewellery, they will be asked to remove it and staff will look after it until the end of the day.

You will receive a text if children are not in the correct uniform. Thank you for your support with this.

PE Days

Please see below the days each class will have PE:

Reception (Caterpillars and Ladybirds): Fridays

Year 1 (Rhinos and Zebras): Tuesday & Friday

Year 2 (Lions and Giraffes): Monday & Thursdays

Year 3: (Tigers) - Wednesday & Thursday (Leopards) - Wednesday & Friday








Year 4 (Polar Bears and Peacocks): Thursday & Friday






Year 5 (Wolves and Elephants): Monday & Tuesdays






Year 6 (Golden Eagles and Peregrine Falcons): Tuesday & Wednesday



A few reminders

<p>Attendance</p> 	<p>Whole school attendance needs to be above 95%. 100% attendance would be ideal, but we know illnesses and medical appointments happen.</p> <p>We are changing how we celebrate attendance in school. Each week the whole school attendance will be shared with the children and put on the display in the hall. Over the term if the average attendance is above 95% we will have a whole school treat.</p> <p>Every school day counts!</p>
<p>Absences</p> 	<p>If your child is unwell and cannot be in school, please inform the school office and NOT your class teacher on Dojo as messages may not be picked up on time.</p> <p>Please remember that if children are off with sickness or diarrhoea, they cannot come back school until 48 hours after the last bout of illness.</p>
<p>Term time holidays</p> 	<p>Changes have been made recently regarding the rules around term time holidays. An unauthorised leave of absence of more than 3 days / 6 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines are issued to both parents for each child.</p> <p>A penalty notice will be requested if the child's attendance falls to below 90% because of the holiday absence.</p>
<p>Pick up and end of day messages</p> <p>Messages</p>	<p>We know things can happen during the day and you may need to change who is picking up your child. Please can you inform the office of this as teachers do not have the time to check Dojo while they are teaching.</p> <p>If you know someone different is collecting your child, it is your responsibility to inform the office. If teachers do not know the person picking up a child, they will not release the child to their care.</p>
<p>Lateness</p> 	<p>Once the doors are closed at 8.45am the only way to get into school is via the school office. Any pupil who comes into school this way after 8.45am must sign on the screen in the office and will be marked as late in their attendance record.</p>
<p>Communication and Dojo</p>  	<p>Letters and information will be sent to you via email. Please ensure that we have a working email address, if you think we do not have your email address please email the office on office@leenmills.notts.sch.uk</p> <p>Dojo is to be used as a way of celebrating the work we do in school. The messaging system on the app is a great way of communication with teachers but I do encourage staff to only check messages during working hours to ensure a good work life balance. If messages are long or relating to a bigger issue staff may invite you in to see them. Please remember when staff are teaching between 8:40am and 3:15pm it may take time to get back to you. Please ring the office with anything urgent.</p> <p>Please can I ask that if you need to speak with myself that you do not message me on dojo. You can ring the office, email or speak with me at the start/end of the day. I am always happy to speak with you.</p>
<p>Parking around school</p> 	<p>Please park safely when dropping off and collecting your children from school. Please also be considerate to our neighbours at these busy times. Do not block driveways and garages or double park. The parking enforcement team will be making regular visits and will issue warnings and fines. Where possible we would encourage you to walk to school or park a little further away and walk.</p>

	<p>The car park is for staff only, however if dropping off for breakfast club please use the far end of the car park. The morning is a busy time in the car park with staff arriving and deliveries and we want to keep everyone safe.</p>
<p>Bikes and scooters</p> 	<p>Please ensure that if your child is travelling to school on a bike or scooter they do not ride them on school grounds. These should be pushed as soon as they get to the school gates. There is a bike and scooter park outside the hall.</p>
<p>Snacks at breaktime</p> 	<p>Children are only allowed fruit and healthy snacks at break times as it enables better concentration and behaviour. All children in Reception and KS1 are provided with a piece of fruit.</p> <p style="text-align: center;">Please remember we are a nut free school.</p>
<p>Drinks</p> 	<p>Please can I remind you that water bottles for the children’s classrooms should be filled with water only. Juice can be drunk at lunch time in a different bottle or in a carton.</p> <p>Milk is available from Cool Milk. https://www.coolmilk.com/</p>
<p>School dinners</p> 	<p>We are very lucky to have our wonderful cook, Mrs Smith, in school to make fabulous school dinners that are healthy and delicious. Our menus can be viewed on the school website or on the notice board outside the school office.</p> <p>https://storage.googleapis.com/siteassetsswd/381/docletter/2024032711044777_Summer_Menu_2024.pdf</p> <p>All children in Reception and KS1 are entitled to a free school dinner as part of Universal Infant Free School Meals. Children in KS2 need to pay for their school dinner at a cost of £2.99 per day paid via the children’s Parent Pay account. Payment should be made prior to your child taking their school meal, ideally paid for when you pre-book their meals. The deadline to order for the following week is Wednesday.</p> <p>We are now able to offer the sandwich option every day. The choice of sandwich is ham, cheese or tuna. These MUST be pre-ordered by before midday Friday for the following week. Please email with your child’s name, class and sandwich choice to either office@leenmills.notts.sch.uk or the kitchen leenmills.notts@kitchenmanager.co.uk</p>
<p>Trim Trails</p> 	<p>The trim trails can only be used before and after school if your child is supervised by an adult. There are no school staff supervising the trim trails at these times. Please can you talk to your children about this if they walk to school on their own.</p> <p>The trim trail at the front of the school is only for children of up to the age of 7 (FS2 – KS1). The trim trail is not designed to be used by children who are older than this.</p> <p>The metal trim trail is designed to be used by children who are in year 5 and 6. It has some very high elements that are not suitable for younger children.</p>

<p>School uniform</p> 	<p>Our school uniform expectations can be found on the school website under the parents tab.</p> <p>We do have a branded uniform, but pupils are able to wear plain burgundy jumpers/cardigans or plain white polo shirts that can be purchased from a range of supermarkets.</p> <p>We have a range of second hand uniform available in school upon request.</p>
<p>PE Kit</p> 	<p>On PE days children need to be in their school PE kit (white t-shirt, black joggers/shorts and a black top or the school PE Hoodies). Long hair needs to be tied up and all jewellery must be removed for PE sessions.</p>
<p>WhatsApp</p> 	<p>The legal age any child should have an account on WhatsApp is 16 (this changed from 13 in January 2022). Pupils are maybe using parents accounts to create groups and then engage in chat.</p> <p>Parents are able to monitor this if they check regularly and if the messages are not deleted. We would like to respectfully ask parents to:</p> <p>Consider allowing their child no access to WhatsApp/Facebook etc at all even if they are accessing an adult account.</p> <p>Checking more regularly and being aware that chats are often deleted or, the full picture is not seen as different children are in different chats so parents may not see all of the comments.</p> <p>As a duty of care, we will investigate and inform you of any inappropriate use of social media that is reported to us. This also means that we might have to report any underage usage straight to the company, citing the accounts being used for minors and attaching the screenshots of inappropriate comments, soundbites and pictures sent. This, however, does take teachers time away from teaching and learning.</p>
<p>Reading Diaries</p> <p>Reading Diary</p> 	<p>Teachers will check reading diaries regularly. Please encourage your child to look after them and take pride in them as they are expensive.</p> <p>You will be charged £3.29 for a replacement dairy if;</p> <ul style="list-style-type: none"> • The diary is lost/damaged • The diary is not used
<p>Apply for Free School Meals</p> 	<p>If circumstances have changed at home your child may be entitled to Free School Meals. These can be applied for via the Nottinghamshire County Council website.</p> <p>Details can be found following this link: https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk</p> <p>Those children who are entitled to Free School Meals also receive Pupil Premium funding, which the school uses as supplement school trips and residential.</p>

**Inset Days
2024-2025**



Each school in Nottinghamshire has 5 days for staff training.
Next year our INSET days are:
Monday 2nd September 2024
Tuesday 3rd September 2024
Friday 20th December 2024
Monday 28th July 2025
Tuesday 29th July 2025



Diary Dates

<u>Date</u>	<u>Event</u>
10th September 2024 3.15 – 4.15pm	Jelly Fitness After School Club for KS2 Weekly for the whole half term – booking via school office
13th September 2024	Swimming for Year 4's – every Friday
10th September 2024 5.00pm	Tree Dedication Ceremony for Oliver Shilton
12th September 2024 2.00pm	Sports Day for Year 1, 2 and 3. Re-arranged from last school year
13th September 2024 2.45pm	Rec & KS1 Special Mention Assembly (Gates open at 2.30pm)
20th September 2024	Individual School Photographs – Whole School
20th September 2024 2.45pm	KS2 Special Mention Assembly (Gates open at 2.30pm)
27th September 2024 2.45pm	Rec & KS1 Special Mention Assembly (Gates open at 2.30pm)
4th October 2024 2.45pm	KS2 Special Mention Assembly (Gates open at 2.30pm)
11th October 2024 2.45pm	Rec & KS1 Special Mention Assembly (Gates open at 2.30pm)
18th October 2024 2.45pm	KS2 Special Mention Assembly (Gates open at 2.30pm)
21st Oct – 1st Nov 2024	Half Term
7th November 2024 9.00am and 6.00pm	Open Event for September 2025 New Starters
8th November 2024	Flu Immunisations
14th – 19th November	Book Fayre in Conservatory
14th November 2024 3.30 – 5.30pm	Parents' Evening
19th November 2024 3.30 – 5.30pm	Parents' Evening
3rd December 2024 9.00am and 6.00pm	Open Event for September 2025 New Starters
10th December 2024 6.00pm	KS1 (Year 1 & 2) Christmas Production
11th December 2024 2.00pm	KS1 (Year 1 & 2) Christmas Production
12th December 2024 2.00pm	Foundation Stage Christmas Production
13th December 2024 9.00am	Foundation Stage Christmas Production

17th December 2024	Rec & KS1 Arc Cinema Visit
17th December 2024	KS2 Christmas Dinner
18th December 2024	Rec & KS1 Christmas Dinner
19th December 2024	KS2 Arc Cinema Visit
19th December 2024	Christmas Party Lunch
20th December 2024	INSET day
23rd Dec '24 – 3rd Jan '25	Christmas Holidays
6th January 2025 8.40am	School Open for all children

Inset Days 2024 - 2025	School Holidays 2024 - 2025
Monday 2 nd September 2024	October Half Term: 21 st October – 1 st November 2024
Tuesday 3 rd September 2024	Christmas Holiday: 23 rd December 2023 – 3 rd January 2025
Friday 20 th December 2024	February Half Term: 17 th – 21 st February 2024
Monday 28 th July 2025	Easter Holidays: 7 th – 21 st April 2025
Tuesday 29 th July 2025	Whitsun Half Term: 26 th – 30 th May 2025
	Summer Holiday: 25 th July 2025 -