



*Aspire and Grow*

## **DOCKING C OF E PRIMARY SCHOOL & NURSERY**

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Headteacher: Mrs. Sarah Bocking



### **SEPTEMBER NEWSLETTER 2017**

## **Welcome Back!**

I hope that everyone had a good Summer and are looking an exciting new school year. A special welcome back to Miss rejoins Curlews after maternity leave.



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### **Coming into School in the Mornings**

May we remind you that children should be taken to the playground no earlier than 8.45am and the gate will be locked until then (if your child attends breakfast club please arrive by 8.25) Please could you avoid, wherever possible, the need to come into school before this. Curlews children will be allowed through the car park blue gates at 8.50 - this avoids the risk of children playing around the oil tanks and cars. For the main school children, bags, etc. should be taken out onto the playground with the children and brought in at registration time (8.55am). The gates will be opened again at 3.05pm ready for pick up at 3.15pm prompt (3.10pm from the car park blue gates for Curlews).

### **Permission Forms, etc**

Please find enclosed a number of forms - these ensure we have your full permission for school activities, trips, clubs, etc. and we have up to date contact details. **Please could all these therefore be returned to us as quickly as possible - thank you.**

**School Dinners** - you will all have received the new menu before the end of last term but copies are available from the office if needed. Please remember if you pay for school dinners these should be paid **in advance for the week and money should be sent to school in a sealed, named envelope and handed to your child's class teacher or placed in the "quick drop box" outside the school office.**

## Free School Meals

As you know, all children in Year R, 1 and 2 are now entitled to "Universal free school meals". This applies to HOT dinners only. Free school packed lunches will, however, still be provided for trips.

If you qualify for income-related free school meals (see below), it is important that you still apply for this even if your child gets Universal Free Meals, as the school receives more than £1000 per qualifying child, to help towards their education. As you can imagine, this makes a huge difference to our budget and the provision we can make.



Your child may be able to get income-related free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after Working Tax Credit stops
- Universal Credit

Please ask in the office for details and forms.



## Harvest Festival

This will take place on Monday 2<sup>nd</sup> Oct at 9.15am in St Mary's Church. This year, we have agreed that all food brought in for Harvest will be donated to the local food bank therefore only dried/tinned food please.

## PE

Please remember every child should have their full PE kit (named) in school every day - navy shorts/tracksuit bottoms, white t shirt, trainers. Jewellery, including watches and earrings\* will need to be removed.

\*Earrings - we understand that earrings cannot be removed for the first 6 weeks. If this is the case, children will be required to make their ears safe by taping front and back which may offer a measure of protection. The taping may be done at home for younger children or prior to the lesson for older children who are able to tape their ears themselves (they will need to bring their own tape/plasters for this).

## Clubs

Please see attached letter -please return the permission form **before** your child is due to attend to ensure there are spaces available.

## **Social Media**

Staff have recently received some updated training on this and are horrified at exactly what is out there, that children can access. o2 have designed some information especially for parents. Leaflets can be found in their stores, or the website link is <https://www.o2.co.uk/help/nspcc?qclsrc=ds>. We are also hoping to run an internet safety information session for parents, so watch this space.

Please remember that children should be 13 or over to have a Facebook account and that all forms of social media need monitoring by adults. Sadly we have seen some horrendous examples of some very inappropriate messages sent and received by our pupils and in several cases, police have been involved.

## **Attendance**

In general, we are very pleased with our attendance figures and would like to thank you for supporting us in this matter. However, some of you did take children out of school for holidays. I fully sympathise with you as I think family holidays are very important, and I know that, in many fields of work in this area, school holiday times are the busiest times of the year and you are not able to take time off. However, we do have regular register checks by County Officers and if we do not follow the guidance and refer families who meet the criteria below, then we will be penalised.



### **Referral criteria:**

- 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
- 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at Docking School who meets either of these criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child, which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued. Both individual invoices would then have to be paid making a total payment of £120 in 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

If you do not meet these criteria but attendance falls below certain levels, "amber" warning letters will be sent out explaining the situation and these may suggest certain action.

The cluster attendance policy is available on our website - or you can ask at the office for a paper copy.

**Please remember to let us know if your child will be absent from school** - for holidays we require a letter from you beforehand and if your child is ill please call us before morning registration to ensure we know where they are. If we do not hear, we will attempt to ring you.

If we have had no reply by lunchtime, we are obliged to take further action. We are expected to visit your house, if possible, and if there is still no reply, we have a duty to inform the police who will then try to make contact.

### Senior Management Days



I will usually be available for appointments on Monday mornings, Tuesday and Wednesday afternoons, Thursday mornings and Friday before assembly. Mrs Nudds in the office has my diary, so if you wish to see me, she can make arrangements for a time when I am free. If you need to see me at a different time or wish to speak to me urgently she can always contact me to organise this.

Miss Chell is our Deputy and has her management time on Thursdays and Fridays. Again, if you wish to see her, the office will be able to fix a suitable time - or will be able to locate her for urgent matters.

Day to day matters can always be discussed with teachers. Although we do like to have an open door policy, please remember that staff are very busy preparing for the day in the mornings so please avoid coming in to talk at this time if possible. However, staff will, of course, always make themselves available for important and/or urgent matters.

### Milk

Government regulations now state that children should have access to milk every day if they wish. We provide milk at lunchtimes for those children who would like it.

Children under the of 5 also receive free milk daily - if you would like to buy milk for any child over 5 years of age this can be done via the Cool Milk website (more information available from the school office).

The Government also states that, in addition to milk, children should **only** drink water.



### Governors

The St Mary Federation has one Governing Body across all three schools. Together with the Headteacher and senior leaders, Governors set the future direction of the school and monitor and report on our progress and achievements. They make decisions on policies and finance. They also consider complaints and hear appeals from pupils and staff. Governors attend a variety of training courses run by Norfolk County Council or the Diocese to help them in their governing role.

A list of current Governors can be found on our website or you can ask in the office for a paper copy. Natasha Bates (Indie and Taylor's Mum) has agreed to join the Governing body and will be our parent representative. Miss Chell (Inca Jays) is our staff Governor, and Rev Peter Cook is also a Governor. Mr John Ward is the Chair of Governors and the named Governor for whistleblowing. Mrs Sally Beeston is the named Governor for safeguarding issues. Their contact details are on posters around the school. Please feel free to speak to any of the Governors as appropriate.



The Governors have now analysed the results of the questionnaires and will act upon what they have found. Details will follow.

If you have any concerns, worries, problems, queries, information for us please contact the school

*Sarah A F Bocking*  
Executive Head

## Dates for the diary

22nd September - Jeans for Genes day  
26<sup>th</sup> September - mobile library van visit  
27<sup>th</sup> September - Sport for Champions afternoon  
28<sup>th</sup> September - Year 4 level 1 cycle training(on playground)  
29<sup>th</sup> September - Yr 4,5,6 Quicksticks Hockey at Lynnsport  
2<sup>nd</sup> October - Harvest Festival 9.15am in church - everyone welcome  
4<sup>th</sup> October - Year 5 & 6 Kingswood residential trip  
19<sup>th</sup> October - school finishes for half term  
30<sup>th</sup> October - children return to school.