

# Shaw Wood Academy

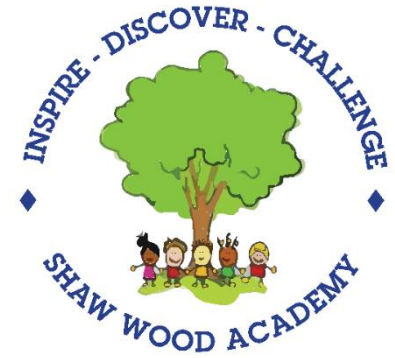
INSPIRE-DISCOVER-CHALLENGE

**Headteacher: Mrs N J Parker-Watts**

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6<sup>th</sup> September 2022

Dear Parents,

We would like to welcome all children and their families to Shaw Wood ready for the academic year 2022-23. Over the next couple of weeks, we will be sending out information as a reminder or update to school policy and practice. All school documents and information can also be found on our school website <https://shawwoodacademy.co.uk>.

We are really hopeful that this year we will be able to move on to a school app, which will further help our home-school communication and reduce the number of printed letters we send home, but until this system is available we will still need to send out correspondence through letters and leaflets.

## ATTENDANCE UPDATES AND REMINDERS – September 2022

We ask that your child arrives at the start of the school day, so that they are here for registration and ready to learn at the start of their morning session.

	School day starts/registration	Doors and gates close	Morning session start	Afternoon
Nursery and Reception	8:30	8:40am	8:40am	12:15
Y1- Y6	8:40	8:45am	8:50	

**Gates will be locked at 8:45 promptly each morning as any child arriving after this time will not be able to get to class before the register is taken, so will need to come to the main reception and will be given a late mark (code L).**

### ILLNESS

If your child has an illness that prevents him/her from attending school you must ring school on the first day of the absence and then every day until they return to school to provide updates. There is an answerphone facility on the school phone, if you do not need to speak to anyone about this. **If you do not ring school, a member of school staff will ring you.** In addition, as part of our safeguarding policy, you may receive a home visit, as part of our safe and well checks.

### MEDICAL APPOINTMENTS

Wherever possible, medical appointments should be arranged for times when children are not at school. If this is not possible, please bring your child to school before and after the appointment so that the minimal disruption is caused to his/her learning. If you have some evidence of the appointment, such as a letter, text message or prescription, take this to the school office and this evidence will be recorded.



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## HOLIDAYS

As always, we would ask you to book holidays outside of term time to give your child the best chance of making progress with his/her learning. At Shaw Wood Academy we are continuing our staggered summer term to enable you to book a cheaper holiday at the start of June, without impacting on your child's education. **In line with local authority guidelines, families who choose to take their children out of school for a holiday during term time are unlikely to have this authorised and should expect to receive a fine of £60 per parent, per child.** In the near future the local authority will be introducing a change to the way they respond to families who take several term time holidays over the course of several years and doing this is likely to lead to larger penalties.

## ATTENDANCE MONITORING and INFORMATION SHARING

As part of our Attendance Policy, which follows Government and Local Authority Guidance and Policy, we have a duty to inform you about your child's level of attendance. We will be notifying you sooner than we may have in the past to let you know about how missed sessions are impacting on your child's overall attendance, this is so we can work together to reduce the number of missed sessions and support you and your child to improve their attendance.

We will be updating our website next week, with our updated attendance policy, so if you require any further information please refer to this.

As ever, if you have any questions or need any further information, please contact school through our phone number or admin e-mail address.

Kindest regards,

Mrs N J Parker-Watts  
Headteacher