



Newsletter

Friday 26th January 2024

Dear Parents/Carers,

Welcome to our attendance newsletter; the aim is to promote the importance of attendance across the school community. Statistics show that pupils with good attendance have higher attainment in school and studies show that children with a higher attendance rate make better progress socially and academically. It is really important that we continue to work together to do all we can to prioritise the children's attendance at school so that they can enjoy their learning and socialising with their peers. If your child's attendance is under 90% you will receive an attendance report for your information.

97% attendance	5 days of absence across the year
95% attendance	9 days of absence across the year: 1 week and 4 days of learning missed.
90% attendance	19 days of absence across the year; 3 weeks and 4 days of learning missed
80% attendance	38 days of absence across the year: 7 weeks and 3 days of learning missed.
75% attendance	46 days of absence across the year: 9 weeks and 1 day of learning missed.

Please remember that, even when your child returns to school after an absence, their learning will still be impacted; they will have missed teacher input for the work the class are now doing. Teachers do not have time to catch every child up who has missed school, as this would be at the expense of teaching the rest of the class. Every day your child is away from school, their education is negatively impacted by at least twice that number of days, and it has a detrimental effect on the rest of the class if the teacher has to spend time with your child catching them up.

ATTENDANCE DOS & DON'TS

DO—Start to handover school items (bag, water bottle, coat etc.) as you arrive at the school gate so children know they are entering the classroom.

DO— Talk about the nice things coming up during the day on the way into school (not just the nice things which happen at home).

DO— Send your child to school even if they have a sniffle, mild cough, feeling under the weather, poorly tummy (without sickness or diarrhoea) or if you suspect they have some anxiety about coming in. We will call you and ask you to collect them if they are too unwell to be in school.

DON'T— Tell the child's class teacher at the door that you are available to come and pick them up any time during the day, especially in front of your child. Instead send an email to office@kingslea.org.uk.

DON'T— Spend a long time on your farewell in the morning.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>




Dragons

278



Griffins

261



Phoenix

269



Unicorns

254



UNAUTHORISED ABSENCES

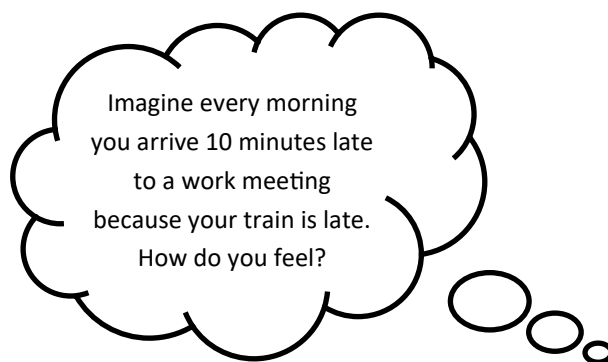
Holidays and absence during term time will not be authorised except in exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice (FPN) from West Sussex County Council.

PUNCTUALITY

Your child’s punctuality is **IMPORTANT**. Arriving late can be disruptive for your child and the rest of their class. Children miss out on their teacher talking the class through the plan for the day and their early morning tasks.

- Did you know that every time your child comes into school via the Office because the playground gates are locked they are marked late in the register (L code)?
- Did you know that if your child arrives at school after 8.55am they are marked as a ‘U’ for the entire morning session (unauthorised absence)? This can lead to a fine (FPN)
- If your child has more than 10 unauthorised absences (U code) in a given period of time you may receive a fixed penalty notice fine (FPN).

MINUTES LATE EACH DAY	NUMBER OF SCHOOL DAYS/WEEKS MISSED IN A YEAR
If you are late by the number of minutes below each and every day...	... this is how much learning time you will have missed, by the end of the year.
5 minutes	3 school days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days



PLANNED ABSENCES

Any planned absences, e.g. holidays, passport renewals, religious festivals, must be requested using an electronic form. Parent/carers must contact the school office at the earliest opportunity to request the link.

Planned absences should not be reported via Parentmail.

Safeguarding



If you have any concerns about a child, be it in school or out of school, you are able to report your concerns to one of our Designated Safeguarding Leads. These are Mrs Barrett, Mrs Howard and Miss Nicholls. You can either approach us directly or ask to speak to us via the office. Whilst something might seem quite minor to you, it could be one piece of information that is part of a bigger picture.

Extra Curricular Clubs –Feedback

Thank you for your response to the survey regarding charging for extra curricular clubs. We had 203 responses and you can see the breakdown below.

- **Option 1 — 6%** - reduce the number of extra curricular clubs, but keep them free to parents.
- **Option 2 — 25%** - introduce a voluntary payment of £10 per term for each club (all children would be treated equally, regardless of whether their parent has made a voluntary payment or not) then adapt the number of clubs (and therefore places) depending on the amount of parent contributions received.
- **Option 3— 69%** - keep the range of clubs, charging everyone £10 per term per club (apart from those who are on income support or similar benefit).

The overwhelming opinion from parents is to keep the range of clubs that we have and charge for them. Your comments were very thoughtful, insightful and similar. Comments focused on the amazing range of clubs, how much the children loved them and that £10.00 was amazing value. Some people would be prepared to pay more, and it was clear that families in receipt of free school meals shouldn't have to pay.

We will now discuss this further within school and with governors, and update you when a decision has been made.

Notes from the School Office

CHILDHOOD IMMUNISATIONS



Routine vaccinations play a huge part in protecting us all against a range of unpleasant and often serious childhood diseases, including measles.

This week, the NHS launched a campaign to protect children across the country as measles cases have risen sharply. They are contacting parents of children who missed having their measles, mumps & rubella (MMR) vaccination to make an appointment to have them vaccinated.

West Sussex Public Health Department have produced information for parents here:

[Childhood Immunisations - West Sussex County Council](#)

If your child is not fully immunised, West Sussex Public Health would strongly recommend that you contact your GP to get your child vaccinated as soon as possible in order to protect them and others close to them from what can be very unpleasant diseases with potentially nasty side effects.

If you have any concerns about symptoms, you should contact NHS 111 — [Get help for your symptoms - NHS 111](#)

The NHS logo, consisting of the letters 'NHS' in white, bold, sans-serif font, centered within a blue square.

Spring Term 2024		
Friday 26th January	9.10am Parent Workshop	4.00pm Y5&6 Dodgeball @ The Bridge
Monday 29th January	Young Voices @ O2	
Tuesday 30th January	6.00pm Full Governing Body	
Thursday 1st February	Y2 Victorian Geography Field Trip	10.00am Y5 Indoor Athletics @ Forest
Friday 2nd February	9.00am Y3 Big School Birdwatch	4.00pm Table Tennis Skills Event @ Forest
Monday 5th February	3.40pm Parents' Evening & Book Fair	
Tuesday 6th February	Y4 Viking/Saxon Workshop	3.40pm Parents' Evening & Book Fair
Wednesday 7th February	12.30pm Dance Festival Rehearsal	6.00pm Dance Festival @ Tanbridge
HALF TERM—MONDAY 12th-FRIDAY 16th FEBRUARY		
Tuesday 20th February	pm Class 3C First Swim	
Thursday 22nd February	9.15am Governors Resources	
Friday 23rd February	9.00am Y3 to Horsham Park	4.00pm Y6 Cup Football @ Tanbridge
Wednesday 28th February	Y3 trip to Wakehurst Place	1.00pm Y4 Maths Competition
Friday 1st March	4.00pm Y5&6 Girls Cup Football @ Tanbridge	
Monday 4th March	9.00am YR Stay & Play	12.30pm Y3&4 Football Festival @ Heron Way
Wednesday 6th March	2.15pm YR Stay & Play	
Friday 8th March	9.00am YR Stay & Play	4.00pm Y5 Cup Football @ Tanbridge
Monday 11th March	12.30pm Y2 Football Festival @ Leechpool	
Thursday 14th March	Y2 Trip to Arundel Wetlands	
Friday 15th March	4.00pm Y4 Cup Football @ Tanbridge	
Monday 18th March	12.30pm Y5&6 Football Festival @ Heron Way	
Wednesday 20th March	10.00am Y4 Indoor Athletics @ The Bridge	
Friday 22nd March	4.00pm Y3 Cup Football @ Tanbridge	
Wednesday 27th March	Y5 Trip to Greenwich Maritime Museum	
Thursday 28th March	Last Day of Term	Welly Walk

TERM DATES 2024

Spring Term 2024			
First Day	Wednesday 3 rd January 2024	Last Day	Thursday 28 th March 2024
Half Term	Monday 12 th – Friday 16 th February	INSET Days	Tuesday 2 nd January 2024

Summer Term 2024			
First Day	Monday 15 th April 2024	Last Day	Friday 19 th July 2024
Half Term	Monday 27 th May-Friday 31 st May	INSET Days	Friday 21 st June 2024 Monday 22 nd July & Tuesday 23 rd July

TERM DATES 2024-25

Autumn Term 2024			
First Day	Wednesday 4 th September 2024	Last Day	Friday 20 th December 2024
Half Term	Monday 28 th October - Friday 1 st November	INSET Days	Monday 2 nd & Tuesday 3 rd September