



# Newsletter May 2015

## **Parent Survey 2014-15**

We would appreciate your feedback and views on the work the school does with your children. We have attached a questionnaire and hope you will help us by filling it in and returning it by Friday 22<sup>nd</sup> May 2015.

## **PTA**

A reminder, that our parent teacher association welcomes any new members. The group is run by Mrs King and meets half termly, the next meeting will be Friday 22<sup>nd</sup> May at 10.45am during our cafe. Future dates will be on the relevant newsletters.

## **Saturday Club**

Our Saturday club has proven to be very successful in its new format of a drop off session. If anyone would like further information please contact [CMcrae@keelmanswayschool.co.uk](mailto:CMcrae@keelmanswayschool.co.uk) who will be able to give you any information you need.

## **Diarrhoea and Sickness**

In an attempt to control outbreaks of diarrhoea and sickness within school, we follow the guidelines which are produced by Public Health England. For your information you will find the advice to parents on the attached of this newsletter.

## **Safeguarding**

Our Safeguarding Policy is available on our website. The school work closely with other agencies and professionals to ensure your child's safety and welfare whilst they are at school. We may need to share information with other professionals to do this if required.

## **Attendance**

Our updated Attendance Policy is also available on the website. However could we please bring to you attention the main points below:

### **1. All our students' parents/carers will:**

- Ensure their children attend school every day unless they are too ill to attend or there is an acceptable reason for absence.
- Ensure their children arrive on time, prepared and equipped for the day.
- Inform the school as soon as possible on the day, if their child is going to be absent.
- Communicate with school about their children's progress and attend meetings such as Parents' Meetings and Annual Reviews.

### **2. Follow up on absent students**

Only the school can authorise absence, on the basis of information provided by parents/carers. Where explanations are not felt to be acceptable, the absence will remain unauthorised and the parents/carers informed.

In all cases of absence parents/carers must contact school by 9.30am on the main school number 0191 4897480, to allow the school to record the absence and if appropriate authorise it. Parents/carers should give an indication of the probable length of absence if likely to be longer than one day. If the explanation for absence is not accepted as justifiable, the absence will be marked as unauthorised and the parents/carers informed.

Where there has been no contact from parents/carers and the child remains absent without explanation, school staff will make contact with parents/carers of students to ask the reason for

absence. In the first instance contact will be by phone, but where parents/carers cannot be contacted this will be followed up in writing. For this reason parents/carers must inform the school immediately if their contact details change. Absences for children who are subject to a child protection plan will be reported to social services unless an acceptable explanation is given.

If a student is missing from school for 5 days and parents/carers cannot be contacted, or no satisfactory contact has been received, then the school procedures are to contact the Local Authority or Social Services for additional advice. Where serious concerns exist this may include informing the police.

**Dates for Your Diary**

Monday 18<sup>th</sup> & Tuesday 19<sup>th</sup> May – Healthy School Workshops

Monday 25<sup>th</sup> May – Friday 29<sup>th</sup> May – Half Term Holidays

Monday 1<sup>st</sup> June – Inset day, school closed to pupils

Wednesday 1<sup>st</sup> July – Summer Fair

Monday 6<sup>th</sup> July – Parent Drop in Session

Wednesday 8<sup>th</sup> July – Post 16 Prom

Friday 17<sup>th</sup> July – Last day of Summer Term