



Newsletter 17
Friday 18th January 2013



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www.sydenhamprimaryschool.co.uk

Dear parents and carers,

School website

Hurrah, our website is now in action! We still have a lot of information to add to it, but we wanted you to know that it has been launched and you can now look at it!

PTA

We had a long and productive PTA meeting on Tuesday evening and our next event is another Cake Break before 'Share a book' afternoon on Friday 8th February-more details to follow. Our next meeting is on Monday 4th March at 9.00am to give more parents the chance to join us. We hope you can put this date in your diary now!

Medical Appointments

Please could you try to make doctors and dentists appointments outside school hours whenever possible as late arrival and interruptions can be disruptive to learning. Thank you.

Uniform

Please could you make sure that your child is wearing the full school uniform and always has her/his P.E kit. Thank you.

Breakfast Club and Butterflies

In order to ensure the smooth running of Breakfast and Butterfly Clubs and to make sure that children are safely where they are supposed to be, it is important that places are booked and monies are paid in advance. Thank you in anticipation of your usual support.



Ofsted
Outstanding
2010|2011

Warwickshire
County Council

Warwickshire
children's
UNIVERSITY



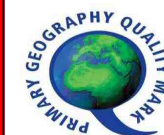
International
School Award
2010-2013



Healthy Schools

Eco-Schools

NATIONAL
GREEN APPLE
ENVIRONMENT
AWARDS
WINNER 2006



SILVER
2008



Extended
Services
Warwickshire

Quality
Mark





Sydenham Primary

School Code of Conduct

Our Golden Rules:

1. We come to school every day and arrive on time
2. We work hard and always do our best~ *we don't waste our own or others' time*
3. We are gentle ~ *we don't hurt others*
4. We are kind and helpful ~ *we don't hurt anybody's feelings*
5. We are honest ~ *we don't cover up the truth*
6. We listen ~ *we don't interrupt*
7. We look after property ~ *we don't waste or damage things*
8. We look after each other

Rewards:

1. Verbal praise
2. Written praise
3. Stickers
4. Certificates
5. Letters home
6. Golden Time
7. Five minutes' extra play (class reward from lunchtime supervisors)

Sanctions~ what will happen if you *choose* not to follow the rules:

Classroom

- 1st time: verbal warning
- 2nd time: moved to another part of the classroom
- 3rd time: go for 10 minutes' 'time out' in another classroom (recorded in class behaviour book)
- 4th time: missed playtime, supervised by class teacher
- 5th time: sent to Assistant Head or Head Teacher
- 6th time: contact parents

Lunch time

- 1st time: verbal warning
- 2nd time: stand with supervisor for 10 minutes
- 3rd time: misbehaviour recorded in senior midday supervisors book and brought to Assistant Head or Head Teacher for 'time out' of the playground
- 4th time: following poor behaviour in senior midday supervisor's book 3 times in one week, parents will be contacted and child will have 'time out' from the playground for 1 week.



Application for Leave of Absence for a School Pupil for an Annual Family Holiday



Some parents arrange family holidays during term time, which leads to problems for all concerned:

- Your child's education suffers
- Lessons and extra-curricular activities are missed
- Continuity of project work is lost
- There is often no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday
- The class is generally disrupted, and other pupils suffer as a result
- You may be in breach of your legal obligation to send your child to school

There is a common misconception that any pupil is allowed to take 10 days holiday per academic year in term time. This is not strictly true. Parents are entitled to ask for leave of absence of up to 10 school days for an annual holiday, and this **may** be authorised by school. Only in exceptional circumstances can any more than 10 days be granted. **The Department for Education (DfE) expects us to actively discourage all holidays in term time.**

(School Attendance ~ Policy and Practice on Categorisation of Absence, Circular 10/99)

Any request for holiday absence in the same academic year will automatically be refused, save in *exceptional circumstances*.

Important Information for Parents and Carers:

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record.
- Requests for leave of absence should be sent to the school **no less than 6 weeks prior to the start of the holiday**.
- Authorisation during SATs (including mock exams) and in the first term of any new school placement is **not likely** to be granted.
- Any requests for extended leave, i.e. more than 10 school days, will result in an interview with the head teacher to look at options for ensuring continuity of education.
- A holiday request form **MUST** be completed by the parents / carers before requests will be considered.
- Unsatisfactory attendance levels will be referred to the Education Social Worker, and may lead to parents / carers incurring a penalty.



Sydenham Primary School

Procedures for Administering Medication in School

Sydenham Primary School recognises that a number of children, because of their medical condition, will require medication whilst at school.

Staff have no obligation to administer or to have involvement with medicines for children. Wherever possible, responsibilities must remain those of the parents/carers and medical practitioners.

In general, treatments should be managed so that it is not necessary for medicines to come to school. Most medication can be managed by doses timed to be outside the school day, i.e. 3 times a day: before school, after school and in the evening.

Parents are discouraged from sending children to school with non-prescribed medication. Non-prescribed medication will not be administered by school staff.

In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures should be followed:

- Parents/carers should arrange delivery of all medicines to be taken or administered to the school office;
- Medicines should be clearly labelled with the child's name;
- Parents/carers will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstances under which it should be given;
- Medication will be stored securely, out of reach of children;
- One member of staff will administer the medication, witnessed by another member of staff, and then both will sign to say that the medicine has been given;
- For medication in which training is required to administer it, only trained members of staff should be responsible for administering the medicine.

Parents/carers of children who suffer from asthma must complete an 'Asthma Inhalers in School' form.

Self-administration of certain prescribed medication can be found in the Warwickshire Schools Health Directory.