



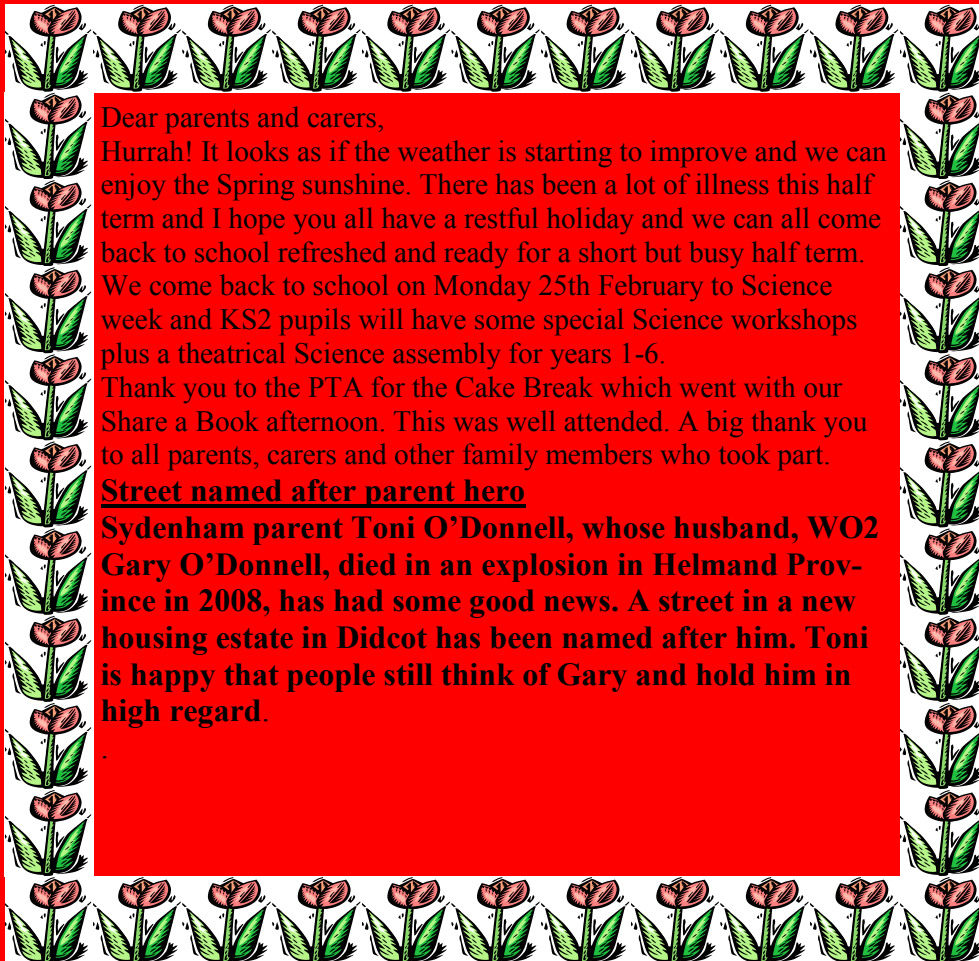
Newsletter 21
Thursday 14th February 2013



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Sydenham Primary School Newsletter

www.sydenhamprimaryschool.co.uk



Dear parents and carers,
Hurrah! It looks as if the weather is starting to improve and we can enjoy the Spring sunshine. There has been a lot of illness this half term and I hope you all have a restful holiday and we can all come back to school refreshed and ready for a short but busy half term. We come back to school on Monday 25th February to Science week and KS2 pupils will have some special Science workshops plus a theatrical Science assembly for years 1-6. Thank you to the PTA for the Cake Break which went with our Share a Book afternoon. This was well attended. A big thank you to all parents, carers and other family members who took part.

Street named after parent hero
Sydenham parent Toni O'Donnell, whose husband, WO2 Gary O'Donnell, died in an explosion in Helmand Province in 2008, has had some good news. A street in a new housing estate in Didcot has been named after him. Toni is happy that people still think of Gary and hold him in high regard.

Superstars



Have a happy holiday. Activity news on the back page.. Best wishes. Carla Matthews

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

PRIMARY GEOGRAPHY QUALITY MARK
SILVER
2008

ARTS COUNCIL
ARTSMARK
GOLD
ENGLAND

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:

- 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
- class is generally disrupted, and other pupils suffer as a result
- parents 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.