



# Newsletter

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30<sup>th</sup> January 2024

Dear Parents & Carers

We are enjoying being back in school for the spring term - and a very busy term it's going to be!

We are looking forward to our two biggest trips of the school year, the forthcoming visit to Leicester Space Centre at the beginning of February for Years 5 & 6, whilst Year 6 will be taking part in their residential visit to Thorpe Woodlands in March.

Year 5 will be busy learning their cycling skills and road safety with four sessions of Bikeability training, whilst Year 2 are off learning about Framlingham Castle with Years 3 & 4 having a Roman experience at Colchester Castle and Year 1 are studying animals at Colchester Zoo. Also, our EYFS children are visiting the Felixstowe library and learning about sharing books and stories and all this before the Easter break!

After Easter we will be continuing the activities that support and enhance our learning outside of the classroom with planned visits to the Farm & Country Fair, Easton Farm Park, Foxburrow Farm and Landguard Fort.

We have also been polishing up our sports skills with local tournaments of football at Portman Road and Yr 6 are taking part in a swimming gala next week.

## **Car Park Safety & Changes**

As you are aware, the carpark is strictly for use by staff and visitors to our school, this is due to the lack of space and to ensure the safety of everyone.

We are aware of a limited number of people that may use the carpark to support their individual circumstances - they have confirmed their number plates with us, so we are aware of those vehicles. Anyone else using the carpark will be asked to move their vehicle off site immediately.

The carpark is a very busy area with limited vision for drivers and it is not considered a safe area to walk children across, especially at the busiest times of the day - school drop off and collection. We have a constant movement of vehicles throughout the day and delivery vehicles too so please use the designated pedestrian access and do not use the carpark area.

## **Early Mornings**

Please remember that children should not be on school site before 8:40am, especially those unsupervised by their adult. Children who are on site are not monitored by staff and therefore if they have an accident or there is an emergency, we would not be aware of the child's presence or need for assistance.

If your child arrives early, especially if unescorted by an adult due to parent/carer needing to leave for work early, please do not drop them off before 8:40am. The Breakfast Club, run by Ipswich Town, is available from 7:40am and bookable on a daily basis to support working parents.

## **Attendance & Absences**

Please remember that if your child is unwell, you should contact the school by 9:30am, where possible. You can inform us of a child's illness by Parentmail, email [office@trimley.net](mailto:office@trimley.net) or by leaving a message on the absence line (this service opens at 8:30am).

As you will be aware from news coverage over the last few months, the Department for Education (DFE) are concerned about children's school attendance and the increase of the amount of time some children are missing from school.

Naturally, school is about education and the learning of new things/experiences, but it is also an important factor for children to build friendships to develop and nurture social skills, understand why sometimes we need to follow routines and how this can help in daily lives now, as they grow older and eventually have families of their own.

With this in mind, we would like to remind families that term time holidays, unless for exceptional circumstances, will not be authorised. In line with our schools' Attendance Policy, **6 or more** school sessions (3 school days) will incur a Penalty Notice of £60 per child/per parent. Repeated unauthorised absences will be referred to the Education Welfare Officer (EWO) where further action may be taken.

Attendance is part of our school's building blocks of Safeguarding and keeping children safe, therefore every absence for a child must be recorded accurately.

We would like to thank parents/carers who are open and honest when they choose to withdraw a child from education for a holiday - we understand that the Penalty Notice may not be a welcome letter, but it means that we are able to discuss the holiday with the child. Where the school believes that an "illness" was in fact due to other reasons, such as a day trip or holiday, the school may request further information to be able to authorise the absence.

If we have not heard from a parent/carer by 9:30am with a reason for an absence, we will call home - this is to safeguard everyone and ensure that you know where your child is, as well as school. We will phone all those listed for whom we have contact information and with parental responsibility.

Should we be unable to make contact with anyone, or are concerned, the school will make a home visit after three school days (or earlier if there are additional concerns).

If you are taking a child out of school, for any reason, please ensure that you complete the 'Leave of Absence' form available from the main office, at least a week before the child is taking the leave.

The full Attendance Policy is available on our website, and a Quick Guide has been attached to the Parentmail with this Newsletter.

<b>Trimley St Mary Primary</b> <b>Attendance Information - Autumn Term 2023/24</b> <b>04/09/23 - 20/12/23</b>		
<b>Absence Code</b>	<b>Number of Sessions</b>	<b>Equivalent Number of Days</b>
<b>G</b> - Unauthorised Holiday	<b>304</b>	<b>152</b>
<b>I</b> - Illness Sessions (Authorised)	<b>1658</b>	<b>829</b>
<b>U</b> - Arrived after Register Closed (9:15am onwards - Unauthorised)	<b>32</b>	<b>16</b>
<b>M</b> - Medical Appointment (Authorised)	<b>67</b>	<b>33 ½</b>
<b>L</b> - Late Mark Arrival after 9am, before 9:15am	<b>185</b>	
<b>Overall Attendance = 95.3%</b> <b>Authorised Absence = 3.9%</b> <b>Unauthorised Absence = 0.8%</b>		
<b>On our return from Covid, our attendance aim is for 96% and above</b>		

## **Free School Meals**

Please ensure that there is sufficient dinner money in your child's account, BEFORE meals are taken. We are unable to allow debts to accrue. All outstanding amounts must be cleared by the end of the financial year -

If you think that you may be eligible for benefit related Free School Meals (including those children in EYFS & KS1) please apply to Suffolk County Council - it only takes a couple of minutes and allows us to be able to support you and your family in various ways.

Your child will get free school meals if you receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but **no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

The link to SCC FSM is:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals>

## **Scholastic Book Fair 6<sup>th</sup> - 13<sup>th</sup> March**

To coincide with World Book Day on Thursday 7<sup>th</sup> March, we are pleased to be hosting Scholastic for a Book Fair once again. We have received the World Book Day vouchers and these will be sent home with your child around the 7<sup>th</sup> March.

As always, there will be a wide choice of fiction and non-fiction books available to look through and make choices - there will be plenty of ideas for early Easter presents too!

If you wish to purchase a book, please do so via a card payment, there is a very limited facility for cash payments. Vouchers can also be used towards purchases.

The fair will be open Wednesday 6<sup>th</sup> to Wednesday 13<sup>th</sup> March, 3:30- 4pm. We will confirm where it will be held nearer the time.

All commission from sales is received by the school in the form of books, fiction and non-fiction, for use by all the children through our own libraries.

This has been a hugely successful way to increase our library choices and to keep them up to date with new reading materials and we would like to thank everyone who has supported this event.

## **Information**

- \* **Realise Futures Maths Course**, starts Monday 5<sup>th</sup> February for 7 weeks, 1 - 3:15pm, here at the school. Contact the school office for more information
- \* **Coastal Parenting Hub Felixstowe** is hosting a session at the library in Felixstowe on Wednesday 7<sup>th</sup> February 1 - 2:30pm to help parents/carers supporting children to re-engage in education and increase attendance. Ideas on ways to support children who are struggling to attend school due to emotional based school avoidance.



**Trimley St Mary Primary School**  
**Calendar of Events**

Wednesday 31 <sup>st</sup> January	EYFS - Acorn Class Visit to Felixstowe Library
Friday 9 <sup>th</sup> February	Proposed Visit Yrs 5 & 6 - National Space Centre, Leicester TBC
Tuesday 13 <sup>th</sup> February	Parent's Evening
Thursday 15 <sup>th</sup> February	Parent's Evening
<b>Week commencing Monday 19<sup>th</sup> February Half Term</b>	
Monday 4 <sup>th</sup> March	Yr 3 & 4 - Colchester Castle
Week commencing 4 <sup>th</sup> March	Bikeability - Yr 5, Groups 1 & 2 (Monday - Thursday)
Week commencing 11 <sup>th</sup> March	Bikeability - Yr 5, Groups 3 & 4 (Monday - Thursday)
Week commencing 18 <sup>th</sup> March	Yr 6 Residential Visit - Thorpe Woodlands
Friday 22 <sup>nd</sup> March	Yr 2 - Visit to Framlingham Castle
Tuesday 26 <sup>th</sup> March	Yr 1 - Visit to Colchester Zoo
Thursday 28 <sup>th</sup> March	Last day of Spring Term
<b>Easter Holidays</b>	
Friday 12 <sup>th</sup> April	Non Pupil Day
Monday 15 <sup>th</sup> April	First day of Summer Term
Wednesday 17 <sup>th</sup> April	Yr 3 & 4 Farm & Country Fair
Friday 26 <sup>th</sup> April	EYFS - Visit to Easton Farm Park
Monday 6 <sup>th</sup> May	Bank Holiday
<b>Week Commencing Monday 27<sup>th</sup> May Half Term</b>	
Monday 3 <sup>rd</sup> June	Non Pupil Day
Tuesday 25 <sup>th</sup> June	Yr 2 - Visit to Foxburrow Farm
Friday 28 <sup>th</sup> June	Yr1 - Visit to Felixstowe Beach & Landguard Fort
Friday 19 <sup>th</sup> July	Last day of Summer Term