

Beechwood Bulletin

Beechwood Primary School

Ambleside Close

Woodley

Reading

Berkshire

RG5 4JJ

Telephone: 0118 9695976

Email: office-beechwood@fraysacademytrust.org

Term 1, Issue 11



Wednesday 23rd November 2022

The importance of punctuality

Dear Parents and Guardians,

As mentioned in our bulletin a couple of weeks ago, regular school attendance is an extremely important part of giving children the best possible start in life. Equally important is that all children arrive on time. The main gate opens at 8.35am and closes at 8.45am enabling you to drop off your child at any point within this time. If your child arrives after 8.45am then they will not be able to come into school via the main gate but should instead come in through the main office. Registers are completed at 8.50am and children arriving after this time are recorded as late and **from Monday will need to be signed in by their parent at the office.**

If your child arrives at school later than 9.20am we are required to mark them as absent for that half day session and it is classed as an unauthorised absence. If a child is regularly late for school, a parent will be expected to attend a meeting to look at how home punctuality can be improved.

Learning begins promptly at the start of the day and children miss vital learning if they are late to school. 10 minutes late each day equates to a 6 days learning lost a year. 30 minutes late each equates to 18 days lost a year. Please try to ensure your child arrives at school on time each day.

Please find attached our Punctuality Pyramid, a letter explaining Penalty Notices and another copy of our Attendance Ladder.

Kind regards,

Miss S E Hunter, Headteacher

NOTICEBOARD



ATTENDANCE AWARD

The class with the best attendance across the whole school last week was Rabbits with 97.1%. Well done Rabbits!



CHRISTMAS DINNER

Thank you to everyone who has ordered a Christmas dinner for their children. Ordering has now closed and if you have not placed an order your child will need to bring in a packed lunch on Wednesday 7th December.

SCHOOL GATE OPENING TIMES

The gates are open between 8.35-8.45am, please ensure that you make every effort to send your child in through the gates rather than through reception as they are exceptionally busy first thing in the morning.

Attendance

Our minimum attendance target is 96.5%. Please help us to ensure your child receives the best education by attending school regularly and being on time.

Our whole school attendance for the week commencing 14th November 2022 was 92.7% which is unfortunately well below our target.

Star Pupils—w/c 14/11/22

Butterflies—Ruby

Robins — Albie

Wrens — Eddie

Rabbits - Emily

Hedgehogs— Prince

Badgers— Tillie

Foxes— Rosie

Woodpeckers — Bella

Owls— Arthur

Kites - Francesca

Falcons— Zac & Monty

Hawks— Kashvi

Eagles— Ava

Well done to all of our

Stars!

Over the last week at Beechwood.....

Foundation Stage have been learning about hibernation. They have made cocoa powder playdough hedgehogs and have visited the reflective garden and have built hibernaculum. During maths they have looked at numbers 1 more and 1 less. During literacy they have written words and sentences using positional language.

Year 1 have been creating a fact file on Guy Fawkes and the Gunpowder Plot using the information we have learnt in our history lessons. In science we investigated different animal diets. We finished our addition and subtraction unit in maths and we are ready to move on to geometry next week.

Year 2 have been learning about the differences between a statement, command, question and exclamation mark. In maths we have been finishing column addition and are moving onto column subtraction. In science this week, we are thinking about recycling and what happens to materials once we have finished with them.

Year 3 have been creating our own stop frame animations in computing, working towards creating our own stone age themed animations. In maths we have been learning about multiples of 8 and 4. In English we have been writing setting descriptions for an imaginary world, using smiles, metaphors and alliteration! Finally in Design and Technology we have been thinking about how to create our own 3D models of Stonehenge!

Year 4 have begun their new unit on letter writing and continue to enjoy their class text, *The Butterfly Lion*. In maths, we have been working on our times tables, while in Geography we have been creating graphs with climate data. We've also really enjoyed sorting and classifying vertebrates in Science.

Year 5 have been continuing their learning about fractions in maths and have moved on to subtracting fractions from mixed numbers. In English we have started a narrative writing unit and have been creating a timeline of events for the video Titanium which will form the base of their writing next week. In history we have been looking at crime and punishment during the medieval era.

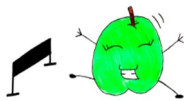
Year 6 are off to CadburyWorld for a day of delicious fun, learning and chocolate! We will be completing a Design and Technology workshop as well as getting a tour of the chocolate factory.

House Points

Outstanding
Oranges
201



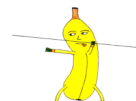
Amazing
Apples
218



Super
Strawberries
127



Brilliant
Bananas
234



Congratulations to Brilliant Bananas for collecting the most tokens last week.

Dates for your diary:

Thursday 24th November

- Prospective parent open morning 9.30-11am

Tuesday 6th December

- Year 5 Winchester Trip

Wednesday 7th December

- Christmas dinner day, wear your Christmas jumper

Friday 9th December

- Prospective parent open morning 9.30-11am

Tuesday 13th December

- FS Nativity performance—10.00am **NEW—More details to follow**

Wednesday 14th December

- Year 2 Nativity afternoon performance —2.00-3.00pm **NEW—More details to follow**

Friday 16th December

- Year 2 Nativity evening performance—5.00-6.00pm **NEW—More details to follow**

Tuesday 3rd January

- End of Term—1.10-1.30pm finish

Wednesday 4th January

- INSET DAY

Wednesday 11th January

- Start of Term

Wednesday 25th January

- Eagles Class Assembly—2.30pm

- Badgers Class Assembly—2.30pm **NEW**

Beechwood Primary School

Ambleside Close, Woodley, Berkshire, RG5 4JJ

Tel: (0118) 969 5976 Website: www.beechwoodprimaryschool.com

E-mail: office-beechwood@fraysacademytrust.org

Head Teacher: Miss S E Hunter

Executive Head Teacher: Mr C Cole



23rd November 2022

Dear Parents and Guardians,

Holidays in Term-Time & Penalty Notices

In line with the Department of Education's guidance with effect from the 1st January 2023 the Penalty Notice, which was put on hold during Covid will be reintroduced at Beechwood.

If you wish to take your child out of school during term time you have to request permission by completing a 'Request for Leave' form which is available from our website or the school office.

Holidays requests will only be authorised if:

- * You make an application to the Head Teacher in advance
- and
- * There are exceptional circumstances

The Department of Education issued to schools that as of September 2013 holidays in term time should only be authorised if there are "exceptional" circumstances.

'The school Head Teacher will determine whether the circumstances are exceptional or not. Please note that there is no automatic right to take a holiday in term time. The Head Teacher will decide how many days your child can be away from school if leave is granted.

Should you feel that you have "exceptional" reasons for applying, please contact your child's school at the earliest opportunity and use the appropriate school form. Whilst the cost of a holiday might be an issue it is not considered to be sufficient to be an exceptional reason.

Please be aware that unauthorised holiday absence of 5 days or more can now result in the issuing of a Penalty Notice which carries a fine of £60 or if not paid after 21 days then the fine is doubled to £120 and court prosecution if unpaid after 28 days. Penalty Notices are served per parent, per child'.

For more information please see the attached guidance.

Yours faithfully

Miss S E Hunter
Headteacher

Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers Local Education Authorities to issue Penalty Notices in cases of unauthorised absence from school.

The Education (Penalty Notices) England Regulations 2004 came into force on 27th February 2004.

This leaflet is sent to people who received Penalty Notices and is intended as a guide.

This legislation requires Local Education Authorities to create a Code of Conduct covering the use of Penalty Notices and a copy of this can be found on the Wokingham Schools Hub at:

<https://wsh.wokingham.gov.uk/learning-and-teaching/education-welfare/parents/holidays/>

The Penalty Notice must comply with the Code of Conduct. Prior to receiving a Penalty Notice you will have been sent a warning letter unless it is due to unauthorised holiday.

The law states that it will be presumed that you have received the Penalty Notice 2 days after it was posted to you.

Payment Options

Having received a Penalty Notice you have 3 options.

OPTION 1

Within 21 days of receipt of the Penalty Notice, pay £60 using the details in the Penalty Notice.

OPTION 2

Between 22 and 28 days after receipt of the Penalty Notice pay £120 using the details in the Penalty Notice.

OPTION 3

Do not pay the Penalty Notice. In such cases you will be automatically summoned to appear in Court for an offence under Section 444(1) Education Act 1996.

If you pay as per Options 1 or 2, then this discharges any and all liability on your behalf concerning the non-attendance of your child, for the period quoted in the Penalty Notice. This means that it will not result in you having to attend Court and you will not have a criminal conviction recorded against you.

However, if you cannot afford to pay the Penalty Notice or you feel that one of the statutory defences applies then, by

choosing Option 3, you will have the opportunity to explain your situation to the Court. If you either plead guilty or you are found guilty, the Courts have a wider range of sentencing options, which could include a maximum fine of up to £2500.

The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The Local Education Authority failed to provide transport when required to do so
- The absences were due to religious observance
- You had permission of the school or there was an unavoidable cause

WITHDRAWING A PENALTY NOTICE

The legislation governing Penalty Notices states that once a Penalty Notice has been issued, it can only be withdrawn if there is proof that:

- The Penalty Notice was issued to the wrong person
- The use of the Penalty Notice did not conform to the terms of the Protocol

If you believe that either applies to your case then you are asked to contact us in writing

without delay in order that we can consider your representations. We must point out that the time period for payment does not stop whilst your representations are being considered.

Useful contact numbers

CORAM (Childrens Legal Centre)	020 7713 0089
ARC (Counselling)	0118 977 6710
Childline	0800 1111
Wokingham Citizens Advice Bureau	0300 330 1189
Adviza Wokingham	0118 974 6400
Kidscape (Bullying)	020 7823 4530
Police (local contact)	01865 841 148
Wokingham SENDIASS	0118 908 8233
Wokingham Duty Triage & Assessment, Childrens Services	0118 908 8002
Youth Offending Team Wokingham	0118 974 6672 0118 974 3783

Contacting the Education Welfare Service

**Education Welfare Service
Wokingham Borough Council
Civic Offices
Shute End
Wokingham
RG40 1BN**

The office is open from:
8.30am – 5.00pm Monday – Friday

You can contact us on:
Telephone: 0118 974 6193
Email:
education.welfare@wokingham.gov.uk

or via

**The Education Welfare Officer for your
school**



**WOKINGHAM
BOROUGH COUNCIL**

**THE EDUCATION
WELFARE SERVICE**

**PENALTY
NOTICES**

**INFORMATION FOR
PARENTS/CARERS**



Beechwood Primary School

Punctuality Pyramid

The school day starts at 8.35am when the main gate.

8.35am

Your child has arrived in good time to meet friends, put their belongings away and say hello to their class teachers.

The main gate will close.

8.45am

8.50am the class register is completed.

8.50am

Children arriving after this time are recorded in the register as 'late'.

Children should be ready to start their learning

9.00am

10 minutes late means 6 days lost a year!

9.10am

20 minutes late means 12 days lost a year! They are now having to work harder to catch up on their learning.

Class registers close in the office.

9.20am

30 minutes late a day means 18 days lost a year. Anyone arriving after 9.20am is an **unauthorised absence.**

Every minute of learning counts!

Attendance Ladder

