

### Dates for your Diaries

Friday 13th November—Y5 trip to Cosford

Friday 20th November—  
- 4P class assembly  
- School disco

Friday 27th November—Year 4 trip to Lunt Roman Fort

Monday 30th November—Year 6 Residential to Ingestre Hall

Tuesday 1st December—  
- Y1 & 2 Flu Vaccinations  
- Friends of Highfields Christmas Gift Sales

Wednesday 2nd December—  
- Year 3 trumpet assembly at 9am  
- Friends of Highfields Christmas Gift Sales

Friday 4th December—5B class assembly

Tuesday 8th December—  
Reception Christmas Play at 2pm

Wednesday 9th December—  
Christmas Dinner and Christmas Jumper day

Thursday 10th December—  
- Mufti-day  
- Nursery Christmas Plays

Friday 11th December—Christmas Fayre at 2pm

Monday 14th December —Brass band playing at Salvation Army

Tuesday 15th December —Key Stage 1 Christmas Play at 5.30pm

Thursday 17th December—Carol Service at 1.30pm

Friday 18th December—break up for Christmas

Dear Parents/Guardians,

### **Book Swap**

On the first Friday of every month (commencing Friday December 4th) school will be holding a 'Book Swap' where children can bring one of their own books that they have read into school and swap it for another book to bring home and read. This book will then belong to them. If your child would like to take part in our first book swap, please send your child into school with a book on Friday 4th December. Can we please ask that all books brought in are in good condition please. We thank you in advance for your support.



### **School Library Books**

If your child has any school library books that they have borrowed and not yet returned to school, can they please return them as soon as possible, as some of the books children have requested to read have not been returned to the library.

### **Children in Need**

Children in Need will be on Friday 13th November. Children are invited to dress up as their hero for the day for a £1 donation. School Council will be selling keyrings for £2.50 and wristbands for £1 during the week. Raffle tickets are also on sale this week for 50p each or 3 for £1, with raffle prizes including Pudsey Bear and Blush Bear. We are also planning to make and decorate cupcakes which will be sold on Friday for 50p each.



### **Training Days**

The following dates will be training days and school will be closed to all children.

- Monday 11th April 2016
- Tuesday 12th April 2016

### **Lunch Supervisor Vacancy**

We will shortly be advertising for a Lunchtime Supervisor. If you are interested in applying for this position, please speak to the school office or visit [www.sandwell.gov.uk](http://www.sandwell.gov.uk) later this week.

### **Christmas Events**

#### **Christmas Dinner & Christmas Jumper Day**

Our kitchen will be serving Christmas dinner on Wednesday 9th December. A letter will be sent out next week to enable you to book this meal in advance. Children are also invited to wear their Christmas jumper to school on this day.



### **Christmas Fayre**

Our Christmas Fayre will be held on Friday 11th December from 2pm. We will be holding a mufti day on Thursday 10th December for which children are invited to come into school wearing their own clothes and bring in a donation for the Christmas Fayre. This year, can we ask for the following items from the following year groups please:

**Nursery and Reception**—Any chocolate items please

**Year 1 and 2** —bottles (unopened and in date please, please send alcohol to the school office)

**Year 3, 4, 5 and 6**— Groceries such as tins, cereals, packets of food (please make sure all food is unopened and in date)

Reminder: please can you bring clean empty jam jars into school as we will be using these to make items for the fayre. Your donations really help to make our Christmas Fayre a success, so thank you in advance.

### **Carol Service**

Our annual Carol Service will be held at St Paul's church on Thursday 17th December, with all children walking to church to take part. Parents are welcome to come and join us and the service starts at 1.30pm.

### **Christmas Productions**

Children from Nursery, Reception and Key Stage 1 will be performing their Christmas productions on the following dates, letters will be sent closer to the date.

- Reception—Tuesday 8th December at 2pm
- AM Nursery—Thursday 10th December at 10.45am
- PM Nursery—Thursday 10th December at 2.30pm
- KS1—Tuesday 15th December at 5.30pm

The KS1 Christmas party will be on Friday 18th December in the afternoon. Reception and Nursery's will be on Wednesday 16th December. Children are asked to bring in a bag of party clothes to change into and a plate of party food for their party. Please can you ensure their name is on the plate!

### **Nursery Stay & Play**

Nursery will be holding stay and play sessions during the last week of term, a letter will be sent closer to the date.

### **Collection of your Child**

If you need to notify school of a change to the person collecting your child at the end of the school day, can you please notify school before 2pm to ensure sufficient time for a message to be given to your child's class teacher.

We have a number of children who are regularly being collected late, without any prior notification. As a school, we appreciate that from time to time there are exceptional circumstances. However, for some families this is becoming a regular occurrence. Please can I remind you that school ends at 3.15pm for Reception, 3.30pm for PM Nursery and 3.20pm for the rest of school and children should be collected promptly.

### **Year 4 Residential to Kingswood**

Full payment of the year 4 residential trip to Kingswood, Dearne Valley is due by Friday 5th February. Should you wish to pay this off in instalments a payment card will be issued this week and sent home with your child.

### **School Gateway**

Don't forget that you can now make payments to school via credit or debit card via our new 'School Gateway' service. More than 50% of parents have already registered for this service and feedback has been very positive. You can use this service to pay for dinner money, breakfast club, and school trips. School Gateway also provides us with a new text and email service. If you have a smartphone you can download the 'School Gateway' app from your app store. Alternatively you can login via the website at [www.schoolgateway.com](http://www.schoolgateway.com).

### **Pupil Premium**

Our governing body have agreed to provide financial support to families whose children are in receipt of Free School Meals. This financial support will be funded from Pupil Premium funding which is additional government funding, for publicly funded schools in England, to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Eligible children will receive up to £20 per term that can be used towards the cost of trips or uniform. Unspent funds can be carried forward into a new term but will not be carried forward into a new academic year. Eligibility will be reviewed at the end of each term and for children who become eligible part way through a term, funding will start at the beginning of the following term. Funding will stop at the end of the term children are found to be no longer eligible. Parents who wish to access this funding should speak to the school office.

### **Absence Reporting**

If your child is going to be off school for more than one day with an illness please ensure you notify the school on the first day, then every second day after that to update us on your child's condition. For example; if the first day of absence is on a Monday, you should call the school on Monday, Wednesday and Friday. To leave a message please call the school number, 0121 559 1037, then press 1 for absences. When reporting an absence, please can you leave the following information in the message :- Child's name, class, and specific reason for absence. Can we remind you that children should refrain from attending school for 48 hours after sickness and/or diarrhoea.

### **Attendance Policy Leave of Absence**

The procedure for parents/guardians requesting leave of absence is as follows:

1. Request a Leave of Absence form from the school office

2. Complete the form fully, clearly explaining why you consider that the request is exceptional
3. It is also the responsibility of parents to provide the school with proof of why the leave is requested. Proof of the circumstances must be provided when the written request is made.
4. Wherever possible, the completed form should be handed to the office no later than 4 weeks before the date that the leave of absence is requested.

The request will be processed in school within 5 working days and parents will be notified in writing of the decision. Any request made later than the timescales specified will be denied and the absence unauthorised unless the request could not have been made earlier due to a bereavement.

We ask for the co-operation of all of our parents in following this policy. The Government has increased the expectations of attendance of children at schools and as of September 2015 anyone with an attendance of below 90% will be classed as a 'Persistent Absentee'.

Whilst we do understand that children are of course ill, it is increasingly important that time off during term time is not taken for reasons other than illness wherever possible. This will help to avoid your child falling below the 90% threshold.

### **Medical Appointments**

Reminder: If your child needs to attend a medical appointment please try to bring your child to school beforehand for them to receive their mark. Your child can then be signed out via the school office when they need to leave to attend the appointment. If your child arrives late at school due to a medical appointment, evidence of the appointment time will need to be provided to enable a decision to be made as to whether the absence can be authorised or not.

### **Attendance Reminder**

Can I please remind you that school starts promptly at 8.50am, which is when pupils have numeracy or literacy lessons. Doors open promptly at 8.40am. Any children arriving after the bell at 8.50am will be given a late mark and the number of minutes recorded. Parents of children that are late will be notified weekly of the total learning time missed through lateness. Any children arriving after close of registers at 9.05am will receive an unauthorised absence mark, unless lateness is due to a medical appointment for which proof must be provided.