

We love and grow in Christ, we live and learn in partnership, we build and share together

St Francis of Assisi Catholic Primary School

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Headteacher: Mrs A E Naylor

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17th January 2025,

Dear Parents/Carers,

Governors Update

Following the sad passing of our Chair of Governors, Cath Eglin, governors have now elected a new Chair, Clare Dagnall. Clare is an experienced SENCO in a local school and is keen to take on this additional role and the challenges and rewards it involves. I would like to thank Alan Horridge who stepped in as Acting Chair for his support and commitment. Alan will continue in his role of Vice Chair on our governing body.

Extra-Curricular Activities

Extra-curricular activities for next week are as follows:

Monday – Ukulele Club 3.15pm – 4pm – Mr Horridge

Tuesday – Y5/Y6 Invasion Games 3.15pm – 4.15pm – West Lancs School Sports

Thursday – Y3/Y4 Dance 3.15pm – 4.15pm – West Lancs School Sports

We are currently in the process of organising more extra-curricular activities to follow for this term.

Parents SAT's Meeting

There will be an information evening for parents of pupils in Year 6 regarding SATs. This will be on Tuesday 21st at 3.15pm in Year 6 classroom.

Parent Governor

There is a place for a parent governor on the governing body of our amazing school.

The role of a parent governor is no different to any other governor. Governing boards make strategic decisions and work together to:

- develop a vision and strategy for the school
- oversee financial performance and make sure money is well spent
- hold the headteacher to account for the educational performance of the school
- engage with pupils, staff, parents and the wider school community to understand their views

If you are interested in this opportunity to become a parent governor and wish to put yourself forward for election, please contact me or call into the school office and ask to speak to me. Voting will take place if we have several nominees. Please do this by Friday 24th January if you are interested.

Lost Property



As a school, we cannot accept responsibility for the loss of, or damage to, any items brought to school. We ask that pupils do not bring valuable or unnecessary items to school, and that all items such as uniform, coats, bags, PE kit etc are labelled clearly with your child's name. Thank you.

Appointments and Absences

If your child needs to attend a scheduled medical appointment during school hours, please present the school office with the details so that we can authorise the absence. We can only authorise an absence if we are given a valid reason for the absence – otherwise it will be recorded as unauthorised. Thank you.

Pets on the premises

We recognise that pets are well loved members of lots of our families and are an important part of life. We do, however, politely request that they are not brought on to the school premises unless they are, for example, registered service dogs. Many thanks for your co-operation in this matter.

School Communication

There are several ways that you can contact us if you need to. As always, you can use Class Dojo – the children have all been moved on to their current teacher so you can message directly. You can also telephone or speak to us directly, but please be aware that we may be in class teaching or in meetings at certain times of the school day.

We are a very approachable staff and recognise that positive relationships between home and school will always work to the benefit of our children. Like you, we want the very best for them and working together well will ensure that we achieve this.

Social Media

If your child has a phone, please check their use of it on a regular basis if you don't already. We need to work together in ensuring their safe and appropriate use.

The age restrictions for social media platforms are as follows:

X, Facebook, Instagram, Pinterest, Tumblr, Reddit, Snapchat – children should be at least 13

Whatsapp – children should be at least 16

Please check your child's access to social media and how they are using it. Social media can be used, as we all know, to cause hurt towards others and we do not want this to affect children's enjoyment of school or their learning.

You may find some useful information [here](#).

Attendance and Punctuality

As you are aware from information previously sent out, for the 2024/25 Academic Year, the Department for Education (DfE) has made changes to the attendance codes and guidance schools must refer to.

These policies are set by the Department for Education and school is asked to enforce these along with all other schools nationally.

The changes to be aware of are:

- The code for authorised holidays has been removed entirely and can no longer be used on registers

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences because of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd offence another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).

To put this into context, if a parent/carer takes a pupil out of school without authorised leave of absence in term time for 5 days or more from September 2024, then a family with two parents would receive a penalty of £320 per child. This is halved if paid within 21 days for the first instance.

Registers will close at 9am. Regarding late marks, **if a child arrives to school after 9am we are required by the Department for Education to give a U code** ('late after registers close'). If this were to be recorded 10 times within a 10-week period, the guidance would be a statutory fine of £160 per parent (halved if paid within 21 days for the first instance).

We appreciate that these guidelines are significantly more severe than those in the past. As always, we will do everything reasonably possible to work with families to ensure strong attendance and give our children the best possible life chances moving forward.

Reception – 95.3%

Y1 – 90.6%

Y2 – 89.5%

Y3 – 89%

Y4 – 86.7%

Y5 – 90.5%

Y6 – 91.4%

Well done to Year REC for the best attendance this week!

The class with the best punctuality this week is: Year 2

The Household Support Fund

The Household Support Fund is now available... Please spread the word and click the link below for further details:

[Household Support Fund - West Lancashire Borough Council \(westlancs.gov.uk\)](https://www.westlancs.gov.uk/household-support-fund)

Directory of Support Services

The Financial Inclusion Team at West Lancs Borough Council have generated a directory of resources that's easily accessible for anyone and everyone.

Please click the link below to have a look as it's a great resource to have to hand.

[Directory of Support Services - West Lancashire Borough Council \(westlancs.gov.uk\)](https://www.westlancs.gov.uk)

Best wishes,

Ann Naylor (Headteacher)