

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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6th June 2025,

Dear Parents/Carers,

We are now in the final half-term of the school year and it's always a busy one! Some relevant dates for your diary have been sent out on Class Dojo and we are in the process of finalising others. We will let you have these as soon as we are able.

Extra-Curricular Activities

Extra-curricular activities for next week are as follows:

Tuesday – Y3 & Y4 Gymnastics 3.15pm – 4.15pm – West Lancs School Sports

Thursday – Y4, Y5 & Y6 Cricket 3.15pm – 4.15pm – West Lancs School Sports

Miss Latham

Miss Latham, our school SENCO, will be retiring at the end of this academic year after working here since 2012. During this time, she has been an excellent advocate for children and families in school and is known to many, always going above and beyond in her advice and support. I worked with Miss Latham in a previous school, so have known her for many years, and she has always been a wonderful support to both staff and myself on a personal level.

We are really going to miss her but are pleased that she will now have more time to pursue her interests. Thank you Miss Latham for everything that you have done for our school family. We wish you a very long and happy retirement!

INSET Days

Please note that Friday 20th June and Monday 23rd June are INSET days and school will be closed to children.

Uniform

There are several children who are not wearing school uniform in school. It is our school policy that children wear uniform. If there is an issue with uniform ie children have outgrown items at this point in the year, please come and speak to us about it and we will accommodate. Thank you.

Health and Safety : False Nails

It has come to our attention that several children continue to wear false nails for school. This is not allowed in school due to the risk of children getting hurt while carrying out physical activity.



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.

This week's attendance & punctuality

Reception – 97.3%

Y1 – 86.9%

Y2 – 86.9%

Y3 – 90.4%

Y4 – 84.3%

Y5 – 88%

Y6 – 85.7%

Well done to Reception for the best attendance this week!

The class with the best punctuality this week is: Year 2 with 100%

