



HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL

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Dear Parents

Welcome back, I hope you all managed to have a really good summer break working around the Covid restrictions and are feeling refreshed and ready for the new term. We have several new staff, parents and children joining us and I hope they will all feel very welcome and part of the Holy Trinity family very quickly. Please make an effort to get to know new parents as you wait to collect your children or at drop off time – I'm sure they will appreciate a friendly face! A particularly warm welcome to all our new Reception pupils and parents who may be feeling a little anxious about 'Big School'.

Staff have been busy over the summer getting the school ready for a productive year and I know the children have an exciting year ahead of them.

As you will have seen from Parentmails last week we are continuing with some Risk Assessment measures to help ensure after a summer of 'mixing' that we do all we can to keep the school open and to prevent an outbreak. Some measures we will continue because it actually works better such as the staggered starts but we have adapted so as to help those with siblings. We are continually reviewing our Risk Assessment and measures keeping an eye on local infection rates and risk.

Year Group Meetings: I hope you all managed to login to the Year Group Zoom meetings to meet the new teachers (albeit virtually), receive information about the year ahead and have an opportunity to ask questions.

New Reception children joined us this week, please be patient in Reception, Year 1 and 2 with any queueing. I'm sure once everyone is familiar with the systems, congestion will ease up, but please be patient with push chairs and toddlers on the paths.

Wraparound Care: We are proud of our quality wraparound care provision to support our families. Our Wraparound Care Manager, Angie Lambeth, is more than happy to chat to interested parents at the start or end of the school day if you would like to find out more about this service. If you would like to book your child into the breakfast or after school provision please contact: wraparoundcare@htp.tamat.org.uk.

Parents Helpers: We do hope over the coming year that you might volunteer to help in school with reading, swimming or on visits as we really appreciate parent help. If you help more than once a week or accompany a class on a visit you will need to complete a DBS form, for which we kindly ask if possible for a voluntary contribution towards the cost of the application.

If you would like to volunteer to help in school in other ways and not necessarily working with children then there are always jobs to do e.g. gardening or photocopying for teachers to free up Teaching Assistants to work with the children. Please let the office know and Mrs Ambrose will be in touch.

Pupil Premium Funding: We appreciate circumstances for families can change. If you are receiving Income Support, Child Tax Credits or Job Seekers Allowance your child may be entitled to Pupil Premium funding and free school meals to support/extend his/her education. If you would like a claim form or further details please call into the school office. This information is treated in the strictest confidence and the



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children follow the same routine as those children using the payment system. ***Please note even if your child will be receiving a free school meal through the government initiative it is important that you still let us know so that your child doesn't miss out on extra funding for curriculum support.***

Drop Off Zone and Parking: Let's try and make 2021/22 the best year ever for parking safely and considerately. The majority of our parents and carers co-operate with us and our neighbours as they use Benner Lane, parking sensitively and safely. Unfortunately this is not always the case which puts the safety of others at risk often just for the convenience of saving a few minutes. We can all, however, help to enforce the drop off zone in the morning so it works effectively. ***Please note it is not somewhere to park, it is purely for dropping off children then moving on.***

At pick up time the Drop Off Zone is not used and kept clear for the safety of the many children departing.

Please be thoughtful of our neighbours by not blocking driveways, not parking on pavements and turn off engines whilst waiting so as to reduce pollution and noise. Thank you.

Disabled Bay: Please do not park in the Disabled Bay as we do have children and parents with disabilities who may need access. Thank you for your co-operation as it helps the whole school community.

Attendance at Holy Trinity has always been very good and parents are clear that every school day of learning is important. We are aware that the pandemic has had an effect on families, but the expectation is still that every child should now be attending school full time. If you consider that there are exceptional circumstances relating to your request, please let the school have full details. Each application for a leave of absence will be considered on a case by case basis.

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Inclusion Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).
 - **Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**
 - **The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**
 - In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that the Local Authority issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Inclusion Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the ***first five days of each exclusion***. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances is currently £60 if paid within **21** days of receipt of the Notice, rising to £120 if paid after **21** days but within **28** days.

If the Penalty Notice is not paid, the local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows :-

North West	-	Tel: 01483 518130	South West	-	Tel: 01483 517179
North East	-	Tel: 01372 833588	South East	-	Tel: 01737 737777

Thank you for your continued support and we look forward to working with you and your children.

Yours sincerely

Mr J Hills
Executive Headteacher