

Happisburgh CE VA Primary School



*Learning for Life ...to be the best you can be
"Let your Light shine" Matthew 5:16*

The Street, Happisburgh, Norwich, NR12 0AB

Tel: 01692 650335

Email: officehps@lighthousefederation.norfolk.sch.uk

Website: www.happisburgh.norfolk.sch.uk

Executive Head Teacher: Mrs Laura Watts

St Mary's Endowed CE VA Primary School

Chapel Road, Roughton, Norwich, NR11 8AF

Tel: 01263 761368

8 September 2023

Dear Parents and Carers,

Welcome back to another exciting year! It has been so lovely to be in school this week and to begin to get to know the children and their families. Please do come and say hello in the mornings. Normally I will be at Happisburgh on Tuesdays and Fridays as well as some Wednesdays. I look forward to speaking with you soon.

Family Learning

As we start a new year and new topics, we are planning lots of events this term for parents to come and enjoy in school, including family learning and services in church. I have listed the dates for this term below. We know that communication is really important and will make sure that we send out regular reminders of events coming up. I am always open to new ideas as to how to improve our communication so please drop me a line if you have any thoughts – quick wins or longer term projects.

My email address is head@lighthousefederation.norfolk.sch.uk.

Rewards

This year we have tried to streamline our reward systems to make them more meaningful to the children. The rewards your child might receive are...

Star of the Week – each week class teachers will choose a 'star of the week'. This might be a child who has worked hard, shown perseverance, lived our values, been kind or achieved something special. The parents of each star of the week will be invited to join us for worship on Friday afternoon. We will try to send out these invites as early as possible in the week.

Jigsaw Awards - this year we have a new PSHE scheme called Jigsaw. Each week we will have a different focus and will look for children who are living this in school. They will receive a certificate at the end of the week in our celebration worship.

Reading Karate Badges – these badges are awarded for reading outside of school. Every time a child reads at home they will receive a point so join in the fun!

Praise Postcards – these are sent to children by post and are only awarded on very special occasions. Who will be the first to receive one?!

Class information

Class teachers will share their weekly timetables and topic webs with you. If you have any questions about the children's learning please contact your child's teacher who will be happy to help.

Letters

As a school we are trying to be more environmentally friendly and so would like to move towards a paperless system for letters and information. Weekly newsletters and general information letters will now be sent by email, but you can always ask for a paper copy from the office if you prefer. Letters which need a form to be completed will still be sent by paper.

Attendance

Good attendance at school will always have a positive impact on your child's learning. Today you will also receive a letter from the local authority which we have to send each year about this.

Dates for your diary so far!

25-28 September – Oak Class Bikeability

Friday 29 September - Macmillan coffee morning – more details to follow

Tuesday 10 October - Oak class trip to How Hill

Friday 13 October - Harvest celebration at St. Mary's church, 2 pm

Monday 16 October – Y6 Crucial Crew, Gresham's School

Tuesday 17 October - Norfolk Children's Book Centre workshops and book fair

Friday 20 October - last day of half-term

Monday 30 October - back to school!

Tuesday 31 October – Horse Chestnut Class Swimming Tuesdays until 20 December

Wednesday 1 November - Individual photographs

Friday 10 November - Remembrance worship at St. Mary's church, 10.30 am

Tuesday 14 November - Parents' consultations, 1.15 pm onwards

Monday 20 November - Flu vaccinations – whole school

Wednesday 13 December - Nativity, 2pm

Monday 18 December - Whole School trip to Hippodrome Circus

Tuesday 19 December - Christmas Carols at St. Mary's church, 2 pm

Wednesday 20 December - last day of term

We will do our very best not to change these dates although this may sometimes be inevitable. Class teachers will also email about a learning café which will take place for each class – an opportunity to come and learn in class with your child.

Wishing you all the very best for the new term,

Yours faithfully



Mrs Laura Watts

Executive Headteacher
Lighthouse Foundation

Enc: Attendance Letter

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1 September 2023

Dear Parents/Carers,

Regular School Attendance and Parent's Legal Responsibilities

At Happisburgh CE VA Primary School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Local Authority operates a system where any pupil with at least 9 sessions (4.5 school days) of unauthorised absence within 6 school weeks meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at Happisburgh CE VA Primary School who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken. There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

Requests for leave of absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

I hope we can count on your support in this matter. Please do not hesitate to contact me if you have any questions.

Yours faithfully

A handwritten signature in black ink that reads "L Watts".

Mrs Laura Watts

**Executive Headteacher
Lighthouse Federation**