





# Headteacher's newsletter #2

Autumn 1

 **Website:** <https://www.loughton.milton-keynes.sch.uk/>

 **Phone:** 01908 665971

 **Email:** head@loughton.school

20.9.19

Three weeks into the new term and everything is going well. The children have settled into their new classes and their attitude to learning has been brilliant. The children have been following the school rules 'Ready, Respectful and Safe' really well too. This makes me a happy and proud headteacher!

## School Opening Times

I would like to remind parents that school doors open at 8.40am in readiness for the calling of the register. Doors close at 8.50am and the register is returned at this time to the school office. If your child is late for any reason please ensure that they sign in at the reception desk. All lates are recorded and will show on your child's school report at the end of the year, so please try to bring your child in on time. The school day ends at 3.15pm and prompt collection is appreciated.

## Wrap-Around Care

I am delighted to let you know we are fully staffed again. If you would like to use Wrap-Around care please contact Lisa Moore, our manager.

## Road safety

It has been brought to my attention that during drop-off and pick-up times the roads outside of school are becoming increasingly more dangerous. This is due to people not parking safely or not giving way to traffic that has the right of way. I would ask those parents who live closely not to drive to school. This will reduce the traffic and parking situations. If you do need to drive to school please look at alternative places you could park that are slightly further away. Again, this will reduce the traffic and parking. A member of the Senior Leadership team will be outside during these times and if we see behaviour we deem to be inappropriate or dangerous, we will take down number plates and report to the police.

## Attendance

### Excellent attendance

Well done to the following classes for excellent attendance during the week beginning 9 September.

HB2 98.57%

HB4 98.62%

HB6 99.33%

HB9 98.33%

HB15 98%

HB16 98.06%

### Outstanding attendance

A special well done to **HB10** for getting **100%** attendance during this week!

### Absence due to illness

If your child is unable to attend school due to illness please ring 01908 665971 Option 1 before 9am and leave a message stating your child's name, HB and the nature of their illness. You may also do this on ParentMail.

**Rebekah Green**  
Headteacher (Acting)



## Medical Information, Needs and Support

As it is the beginning of a new school year please can we ask that all parents inform and update the school as soon as possible regarding any medical information or needs your child has, to enable the school to support your child in the best possible way.

For children needing to take prescribed medication during the school day, parents must complete an 'Administering Medicines' form and hand this in when the medication is brought into school. The medication must be in its original packaging and include prescriber's instructions.

Any children with existing medical needs, those taking long-term medication during school hours and asthmatics please ensure Administering Medicines forms and asthma cards are completed/updated at the beginning of the school year. This means our records and paperwork are all kept up to date and we have all the information we need to support those with medical needs. If you require any further information regarding medical needs or wish to speak to a member of staff about your child's medical needs please do not hesitate to contact Mrs Sarah Gates, in the medical room at Loughton School, between 10am and 2pm.

## Safety outside

Please may we remind you that children are not permitted to play on the Trim Trail before school for their own safety. All staff on site at this time are involved in meetings and class doors will be locked, so if there was a medical emergency it would be difficult for us to attend. Thank you for your understanding in this matter.

## Leave of Absence

Applications for leave of absence should be made to the headteacher by completing a Leave of Absence form available from the school office. You can also do this by completing the form on our website or on ParentMail.

The legislation states that headteachers will only have the power to authorise leave of absence in exceptional circumstances. The revised Attendance Policy states that the headteacher will authorise leave of absence on a case by case basis.

Occasionally we receive requests from parents for extended leave of absence for family reasons. It is the school policy that children will normally be removed from the school roll after four weeks of absence.

## Lunches

Our school meals are provided by Chartwells, and lunches can be ordered online at <https://www.parentpay.com/> You will be provided with a unique user login to enable you to do this. Meals must be ordered by midnight on a Tuesday for the following week.

Alternatively, if you wish your child to have a packed lunch, then we request that it is a healthy one. Sweets and fizzy drinks are not allowed in school packed lunches. Please save these for a treat after school when you collect your child. Packed lunches **must not include peanuts or peanut butter**, as we have children in school with severe nut allergies. We would ask parents to avoid other nut products in school where possible.

Our Whole School Policy on food is available on our website. Many thanks for supporting all of the children in our school family.

## Cycling to School

We do encourage the children to cycle to school as this is a good form of exercise. Please make sure your child wears a helmet when doing so. Bikes should not be ridden in the school grounds as this can cause accidents during drop-off and pick-up times. Anyone seen doing this will be asked to dismount. Please be mindful of others around you. The children's bikes can be stored in the bicycle shed during the day. Please make sure they are locked up as school will not take responsibility for them during this time.

