



October

8th - 3.15pm FOBS Harvest Hunt
 10th - 9.00am Badgers Harvest Festival Assembly – St Saviours' Church - Badgers Parents Welcome to attend
 11th - 2018 New Reception Open Day: Morning class visits and 7pm Briefing
 11th – 3.30-8.00pm Parents Consultation Evening
 15th – 19th - Key Stage 2 Swimming Week
 17th- 8pm FOBS AGM
 22nd – 26th Half Term

November

7th – 8.50am Owls Class Assembly
 14th – 8.50am Hedgehogs Class Assembly

December

7th - FOBS Christmas Fair
 11th and 12th – 1.30pm EYFS and KS1 Christmas Production
 18th – 6.30-8pm KS2 Disco
 19th - Last day of term – break up 2pm

FOBS AGM

The FOBS AGM will be held at school on Wednesday 17th October at 8pm. Everyone is welcome to attend.

IMPORTANT!! IMPORTANT!! IMPORTANT!!

Please remember that we are a **NO NUT SCHOOL**

This includes snacks and peanut butter/nutella sandwiches!



**Jack
Stefania
Maliyah
Dylan**

School Uniform, PE Kits, Coats and Shoes

Please make sure that everything your child wears or brings into school is clearly named with your child's full name if possible. We can only return items that are named to their rightful owner and everything else goes into our lost property boxes kept in the school reception area. Thank you for your help.

We are well into the swing of term with children having settled very well into their new classes and the pace of learning established. We have had our 'meet the teacher' evenings, but we are always happy to arrange to have a chat if there are things on your mind!

The FOBS committee met this week and have kindly donated £2,500 towards refitting an area of the school grounds for Forest School activities – including some outside shelter for use in inclement weather. This year, all children will spend time with the Forest School team and this money will help further develop the children's experiences. FOBS have also donated £2,000 to refurbish and re-equip the Early Years classroom and outside area. Over the summer, we bought another trolley full of laptops for use throughout the school with FOBS money too.

The next FOBS events are the traditional Harvest Hunt on Monday 8th October and the Christmas Fair on Friday 7th December. FOBS have their AGM on Wednesday 17th October at 8pm. It looks like we have volunteers for all the main committee posts, but you would be very welcome to come along to hear about, and contribute to, the plans for the future.

I have seen a draft of our Ofsted Inspection Report and very much look forward to being able to share it with you very soon.

Jo Green Headteacher

Community Activities

- Everyone Health, Alive N Kicking Surrey – Free Lifestyle Programme
- Surrey Cricket Foundation – Winter Coaching Courses 2018-2019

Further information on these items can be found on the school website under the News and Events section.

Attendance and Punctuality Policy

Just a reminder that our Attendance and Punctuality Policy is published on our school website – www.brookwood.surrey.sch.uk. A key part of this relates to unauthorised absences from school; the key part is copied below.

Please try very hard to make sure that your child is in school in time for registration every day. We know that traffic can be heavy and that parking, as with all primary schools, is tricky too. However, we start work very promptly and your child will miss the opportunity to settle at the start of the day and miss the first key input of the day if they are late. Thank you!



Attendance and Punctuality Policy

The following is an extract from our policy, which can be read in full on the school's website:

*"The School holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the School holidays. If a family holiday in term time is unavoidable, parents/carers should **apply** to the School using the 'Application for Leave of Absence' application form. However it is no longer policy to authorise any absences due to holiday taken during term time. Some exceptional circumstances may be considered when appropriate.*

No parents/carers can demand leave of absence for their child/children as a right. Where a child is taken out of school for a holiday during term time for 5 days or more without the authority of the head teacher, each parent may be liable to receive a penalty notice for each child.

If the absence exceeds 20 days, your child's name will be removed from the school roll and you will have to reapply for a place upon your return.

Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £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 within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notice may be issued:

- *A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Education Welfare Officer.*
- *Where a child is taken out of school for a holiday during term time for 5 days or more without the authority of the head teacher, each parent is liable to receive a penalty notice for each child. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised.*
- *Late arrival after close of registration.*

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued. If a warning is issued, a child will be given 15 school days to show improvement before the Penalty Notice is issued."

The school does not receive the money payable by parents on the issue of a Penalty Notice.

Absence Procedure

We would like to remind you of our procedure in the event that your child is absent from school. If your child is absent from school we ask that you call into the school office as soon as possible on the first day of absence. If we have not heard from you by 9.30am, we will contact you using the first priority contact name and number that you have given us. If we are unable to contact you we will wait a short time to enable you to return our call, then we will try the next priority contact and so on until we have called all priority contacts for your child.

If by 10.30am we are unable to contact you and do not have a reason for your child being absent from school, we will refer to the Educational Welfare Officer. If you wish to update any of your contact numbers with us, please do so at your earliest convenience.

Please also note that if your child has sickness or diarrhoea they should be kept off school for 48 hours from the last episode.