

Woodford Green Primary School

Newsletter – Thursday 17th October



Dear Parents and Carers,

On the first of September 2024, the government introduced the guidance on 'Working together to improve school attendance'. In the document they note that this guidance is statutory, and schools, trusts, governing bodies, and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance.

We have extracted key information from this document, in addition a link to the government documents is attached.

What are my responsibilities for my child's attendance?

As a parent, you are legally responsible for making sure your child gets a suitable fulltime education, usually from the age of 5 to 16.

For most parents, this will mean making sure your child is in school every day except when:

- Your child is too ill to go to school.
- You have permission for a leave of absence from your child's school for them not to attend. You should only ask for this in exceptional circumstances. Generally, a holiday would not be classed as an exceptional circumstance.

If my child needs to be absent from school, what do I need to do?

You should contact the school as early as possible on the first day of absence to explain why. If you do not, the school will contact you on the first morning of their absence to find out why your child is not in school. All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Your child's school has the final say over whether to approve the request and for how long your child can be absent. Generally, a leave of absence would not be allowed for a holiday.

My child has a short term illness. Do they have to go to school, and will I be penalised if they don't?

If your child is ill, read the NHS's 'Is my child too ill for school?' advice to help you decide whether they can go to school. If they are too ill to attend, you are not breaking the law and will not be penalised. You should let the school know as soon as possible on the first day of absence and schools must record such absences as authorised. If the absence due to illness is ongoing or frequent you should speak to your child's school to see what support can be put in place.

What should I do if my child needs a dental or medical appointment in school time?

To avoid disruption to your child's attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible. When they are, you should speak to the school in advance for a leave of absence and collect them as close to the time of the appointment as possible and return them to school for the rest of the school day afterwards.

Will my local council take legal action against me?

If your child is absent from school without permission or a valid reason, you are likely to be breaking the law. Where this happens, your child's school or your local council will speak to you to understand the reasons. If your child hasn't attended because they are struggling to, both your child's school and your local council are expected to put the right support in place to help you. If you do not take part in that support, or it doesn't work because more structured formal support is needed, then your child's school or your local council may:

If you do not take part in that support, or it doesn't work because more structured formal support is needed, then your child's school or your local council may:

- Invite you to agree to an attendance contract. This is a formal action plan that sets out what you will do to improve your child's attendance and what your child's school and/or your local council will do to support this.
- Apply to the family court for an education supervision order to ensure you and your child receive advice, assistance and direction to make sure they receive a suitable full-time education

If you do not make any efforts to improve your child's attendance or it is clear you have knowingly allowed your child to be absent without good reason – for example, taking your child on holiday in school time without permission – your local council may prosecute you to protect your child's right to a full-time education. Even during this process, you have the opportunity to accept and engage in voluntary support (such as an early help assessment) or formal support (such as an attendance contract or education supervision order) to prevent the case from going to court. If found guilty you may be given a parenting order, community order, a fine of up to £2,500 or in very exceptional circumstances a sentence of up to 3 months in prison.

When can I be given a penalty notice (fine) if my child misses school?

From the 2024-25 school year, there will be new national rules on how penalty notices for school absence are used. The new rules mean that all schools must consider giving a penalty notice to a parent when a child has missed 10 or more sessions (5 days) for unauthorised reasons within a 10 school week period, and support to help your child be in school is not appropriate. If support would help improve attendance, that should be provided by the school or local council rather than a penalty notice. You cannot be given a penalty notice for absence that is authorised by the school (such as illness).

A penalty notice will usually only be issued in cases of holidays taken in school time, or for other reasons where the school or council is trying to help attendance to improve and you are not engaging in that support or it is not working and they believe that a penalty notice would improve attendance. Your school or council can still decide to issue a penalty notice or proceed to prosecution for less amounts of absence than 10 sessions (5 days) if support is not appropriate and they think it would improve attendance. For example, if parents are often taking shorter holidays in school time to deliberately avoid a fine.

How much could I be fined if my child misses school? How many penalty notices can I get?

From the 2024-25 school year, the fine for school absence penalty notices across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. If you do not pay the fine you may be prosecuted in court. If a parent receives a second penalty notice for the same child within any three-year period, the charge will be a flat rate of £160; there will be no reduction if paid within 21 days. Penalty notices for absence before the 2024-25 school year do not count.

A parent cannot receive more than two penalty notices for the same child within any three-year period. This is because it is clear that previous penalty notices have not worked. Once this limit has been reached, another action like a parenting order or prosecution will be considered. Penalty notices for absence before the 2024-25 school year do not count in this limit.

Lateness

A pupil who arrives late after the register has opened but before the register has closed will be marked as late. If your child arrives late after the register has closed (30 minutes after the start of day) they will be marked as absent for that session. If it is found that a child has been late on one or more occasion, a letter will be sent home reminding parents/carers of the need for punctual attendance. If a child is late on two further occasions a second letter will be sent, with a warning that further lateness will be referred to the Education Welfare Officer. After monitoring the situation for a further two weeks and if there is no improvement a referral to the education Welfare Officer will be made.

Guide for parents on school attendance

<https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf>

Working together to improve school attendance

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Certificate winners

Stars of the Week			
Elm Idress Nell	Redwood Ananya Tate	Pine Rene Jasper A	Teak Didier Lila
Cherry Oliver Olivia	Chestnut Mikey Lucas	Ash Grace Sara	Birch William Leo
Researcher of the Week			
Elm Aizen	Redwood Fletcher	Pine Ayden	Teak Melissa M
Cherry Zephyr	Chestnut Alexandru	Ash Jacquelyn	Birch Rahmah
Caught Being Kind			
Elm Kairos	Redwood Evelyn	Pine Noemi	Teak Lilly
Cherry Aariz K	Chestnut Oscar	Ash Olivia	Birch Todor

A huge well done to our winners this week.

Diary Dates – Summer Term

October	
Monday 21 st	Half term until Friday 25 th October. Please be advised that these half term dates are different to Redbridge.
Monday 28 th	Children return to school.
November	
Friday 1 st	FoWGPS Halloween Disco. Please see poster attached.
Friday 8 th	Autism coffee morning. Starts at 9am.
Friday 8 th	Interschool Music Competition at Woodford Green.

Year 7 Secondary School Applications

National Closing date:
31st October 2024

Changing weather

As the weather currently is wet unpredictable, please make sure that your child is wearing a waterproof coat.

Those children wearing wellies must change into school shoes as they are not suitable footwear for school.

Weekly Attendance

Weekly and yearly attendance will be shown every week for each class. The school expected attendance is **96%**. The class with the best attendance each term will receive a special lunch.

Please make sure that you ring the school office every day that your child is absent. You can leave a message on the absence line. We need a description of why your child is off, please don't just say that they are unwell.

Our gates open at 8:40am and closes at 8:55am. Please make sure that you are on time to minimise the impact of your child's learning. Late arrivals disrupt the timings of the mornings, and they will miss vital input of lessons.

Weekly Year Group

Year Group	Class Name	Attendance
Reception	Redwood	90.9%
Year 1	Pine	91.1%
Year 2	Teak	96.5%
Year 3	Cherry	96.0%
Year 4	Chestnut	94.1%
Year 5	Ash	98.3%
Year 6	Birch	94.1%
Whole school		94.3%

Academic Year to date

Year Group	Class Name	Attendance
Reception	Redwood	94.7%
Year 1	Pine	95.1%
Year 2	Teak	94.7%
Year 3	Cherry	94.8%
Year 4	Chestnut	97.0%
Year 5	Ash	96.7%
Year 6	Birch	92.5%
Whole school		94.7%

Meet our Language Ambassadors! These are the successful candidates from Year 5 and Year 6. They are going to help set up the language challenges every term, encouraging everyone to discover and learn new languages. They will also give out Language Awards to children who complete the Language Challenge, create quizzes, read stories, play games in the class and in the playground to support our language learning.

Our first challenge is WALK-RESEARCH-PRESENT. You go on a walk, collect some leaves, discover the name of the tree, write a fact file about it in English, French and another language of your choice. You can draw or paint the leaves in autumn colours. Bring your project to our Language Ambassadors after half term and get a special award.



Steps to resolving concerns

There will be times when you need concerns resolving. For clarity, we have steps to support you.

Step 1: First contact is your class teacher. If concerns are not resolved satisfactorily then move on to step 2.

Step 2: Your child's Phase leader is the next step, depending on the phase.

Mr Barker – EYFS - Nursery and Reception

Miss French – KS1 – years 1, 2 and 3.

Miss McHugh – KS2 – years 4, 5 and 6.

Step 3: Contact:

Miss Logue – SENCo and Designated Safeguarding Lead

Miss McHugh – Assistant Head

If the concern remains unresolved, move on to step 4.

Step 4: Contact the Head of School: Mr Barker

If the concern remains unresolved, move on to step 5.

Step 5: Contact the Executive Head – Dr Maureen Okoye MBE

Nursery Parents

If your child is of Reception age in September 2025, turns 4 by 31st August, you will need to apply online for a Reception place.

Please apply to the Waltham Forest admissions@walthamforest.gov.uk and following the steps to apply.

If you require any help in applying or completing your application, please let the school office know, and we will help you.

The closing date is the 15th January 2025.

If you apply online by the closing date of 15th January 2025, you will be sent an email during the evening of 16 April 2025 with the results of your application.

If you make a paper application, your offer letter will be posted on 16 April 2025 by first-class post.

You will not receive any correspondence from the school.

Friends of
WGPS

Fancy
dress
optional

£5
including a
drink / snack

HALLOWEEN DISCO

Join us for some spooky fun on
FRIDAY 1st NOVEMBER in the school hall.

Low-cost drinks, light snacks and pocket money toys will be on sale.
Can you crack the Halloween Escape Room? Prizes for the quickest Team!*

Reception to Year 2: 4.15pm - 5.30pm
Years 3 to 6: 6pm - 7.15pm* (Escape Room for older kids only)

Spaces are limited and tickets will be available to
purchase in advance at www.fowgps.uk/disco



QUIET ROOM AVAILABLE

[Click here for tickets](http://www.fowgps.uk/disco)

School Term dates 2024 -2025

Autumn Term: (74 days)

- Monday 2nd September 2024 to Thursday 19th December 2024
- Monday 2nd September 2024 INSET day
- Tuesday 3rd September 2024 INSET day
- Friday 18th October 2024 INSET day
- Half term holiday Monday 21st October 2024 to Friday 25th October 2024
- Christmas Holiday Friday 20th December 2024 to Friday 3rd January 2025

Spring Term: (60 days)

- Monday 6th January 2025 to Friday 4th April 2025.
- Monday 6th January 2025 INSET day
- Half term holiday Monday 17th February 2025 to Friday 21st February 2025.
- Easter holiday Monday 7th April 2025 to Monday 21st April

Free School Meals and the EdenRed holiday voucher scheme.

We are now accepting applications for the September 2024 intake.

Please send applications to the following address once filled in:

The Benefits Service
Free School Meals
London Borough of Waltham Forest
PO Box 856
E17 9PN

We would encourage to send applications in as soon as possible. Alternatively, parent/carers can apply online on the Waltham Forest website:

<https://www.walthamforest.gov.uk/schools-education-and-learning/schools-and-colleges/free-school-meals/apply-free-school-meals>

We would strongly advise to encourage parent/carers to apply online as applications will come through as soon as submitted and can be processed quicker.

Waltham Forest Free School Meals Team.

This is different from the Free School Meals allocation given to all primary school aged children by the Mayor of London. Universal Free School Meals will not give you access to the holiday voucher scheme. Please apply online to receive these vouchers for all the half terms next year.

Spring/Summer Menu 2024



ALLERGEN FRIENDLY
MONDAY (FDA)

SAVE THE PLANET
TUESDAY

ALLERGEN FRIENDLY
WEDNESDAY (FDA)

FOREST ECO
RANGER THURSDAY

Ants don't have lungs.

FUN FACT
FRIDAY



WEEK 2

CHOOSE FROM

Jollof Rice ● V
Jacket Potato with Baked Beans ● V
Beef Bolognaise

SIDES

Pasta ● ● V

UNLIMITED

Sweetcorn ● V
Fresh Carrots ● V
Salad Selection ● V
Homemade Bread ● V

DESSERTS

Melon Medley ● V
Fresh Fruit Salad ● V
Seasonal Fresh Fruit Platter ● V

Milk ● ● V will be available after lunch.

CHOOSE FROM

Power Burger ● V in a Bun ●
Sizzling Stir Fry with Noodles ● ●
Creamy Mac n Cheese ●

SIDES

Jacket Wedges ● V

UNLIMITED

Fresh Seasonal Broccoli ● V
Mixed Vegetables ● V
Salad Selection ● V
Homemade Bread ●

DESSERTS

Chocolate Cracknel ● & Custard ● ● V
Organic Fruit Yogurt ● with Seasonal Fresh Fruit ● V
Seasonal Fresh Fruit Platter ● V

CHOOSE FROM

Spicy Tomato & Pepper Pasta ● ● V
Sweet Potato & Chickpea Curry ● V
Roasted Lemon & Garlic Chicken

SIDES

Roasted New Potatoes ● V
Mixed Rice ● V

UNLIMITED

Garden Peas ● V
Roasted Cauliflower Florets ● V
Salad Selection ● V
Homemade Bread ● V

DESSERTS

St Clements Jelly ● V
Fresh Fruit Salad ● V
Seasonal Fresh Fruit Platter ● V

Milk ● ● V will be available after lunch.

CHOOSE FROM

Smokey Jackfruit Jambalaya ● ● V
Cheese or Egg Salad Baguette ●
Jacket Potato ● V with Baked Beans ● V or Cheese ●

SIDES

Potato Salad ● ● V

UNLIMITED

Sweetcorn ● V
Spring Greens ● V
Salad Selection ● V
Homemade Bread ●

DESSERTS

Apple Crumble ● V & Custard ● ● V
Organic Fruit Yogurt ● with Seasonal Fresh Fruit ● V
Seasonal Fresh Fruit Platter ● V

CHOOSE FROM

Savoury Filled Samosa ● V
MSC Bubble Crumb Salmon Fillet ● ● V / MSC Fish Fingers ● served with a Lemon Slice
Herby Chicken ● ●

SIDES

Oven Baked Chips ● V

UNLIMITED

Baked Beans ● V
Green Beans ● V
Salad Selection ● V
Homemade Bread ●

DESSERTS

Homemade Shortbread Biscuit with Wedge of Fresh Orange ● V and Milk ● ● V
Organic Fruit Yogurt ● with Seasonal Fresh Fruit ● V
Seasonal Fresh Fruit Platter ● V

Please note: all cakes, pastry and pizza bases are freshly made using organic flour. Where halal meat has been used (for example, in our burgers), information on allergens present in this menu is available at www.walthamforest.gov.uk/halalmeat or at the school.



Helping to support
climate action

Be a Forest Eco Ranger by choosing at least one plant based dish a week.

Provider of excellent quality, freshly cooked, tasty, nutritious school meals. We are working to reduce sugar content of our desserts in line with current healthy living advice.

APRIL

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

MAY

M	T	W	T	F	S
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

JUNE

M	T	W	T	F	S
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

JULY

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

SEPTEMBER

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

OCTOBER

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

- Vegetarian
- V Vegan
- Gluten Free
- Dairy Free
- FDA Free from the 14 declarable allergens

Spring/Summer Menu 2024



ALLERGEN FRIENDLY
MONDAY (FDA)

SAVE THE PLANET
TUESDAY

ALLERGEN FRIENDLY
WEDNESDAY (FDA)

FOREST ECO
RANGER THURSDAY

Bees can fly higher than Mount Everest.

FUN FACT
FRIDAY



WEEK 3

CHOOSE FROM

Tomato & Basil Pasta ● ● V
Cowboy Casserole ● V
Chicken Biryani

SIDES

Steamed New Potatoes ● V

UNLIMITED

Green Beans ● V
Fresh Carrots ● V
Salad Selection ● V
Homemade Bread ● V

DESSERTS

Iced Fruit Smoothie ● V
Fresh Fruit Salad ● V
Seasonal Fresh Fruit Platter ● V

Milk ● ● V will be available after lunch.

CHOOSE FROM

Sticky Tofu ● V
Ploughmans Lunch ●
Jacket Potato ● V with Baked Beans ● V or Cheese ●

SIDES

Tangy Lemon Mixed Rice ● V

UNLIMITED

Fresh Broccoli ● V
Sweetcorn ● V
Salad Selection ● V
Homemade Bread ●

DESSERTS

Chocolate Brownie ● V and Custard ● ● V
Organic Fruit Yogurt ● with Seasonal Fresh Fruit ● V
Seasonal Fresh Fruit Platter ● V

CHOOSE FROM

Chickpea Tikka Masala ● V
Pulled BBQ Jackfruit with Smokey Cheese ● V
Piri Piri Chicken

SIDES

Spicy Potato Wedges ● V
Mixed Rice ● V

UNLIMITED

Fresh Seasonal Cabbage ● V
Mixed Vegetables ● V
Salad Selection ● V
Homemade Bread ● V

DESSERTS

Fruit Jelly ● V
Fresh Fruit Salad ● V
Seasonal Fresh Fruit Platter ● V

Milk ● ● V will be available after lunch.

CHOOSE FROM

Pasta Arrabbiata ● V
Homemade Cheese & Sweetcorn Quiche ●
Jacket Potato ● V with Coleslaw ● V or Baked Beans ● V

SIDES

Roasted New Potatoes ● V

UNLIMITED

Minted Garden Peas ● V
Fresh Carrots ● V
Salad Selection ● V
Homemade Bread ●

DESSERTS

Lemon Drizzle Cake ● and Custard ● ● V
Organic Fruit Yogurt ● with Seasonal Fresh Fruit ● V
Seasonal Fresh Fruit Platter ● V

CHOOSE FROM

Forest Fajita ● V
MSC Golden Crumb Fish Fingers ● served with a Lemon Slice
60/40 Beef Burger ● in a Floured Bun ● with Tomato Relish ● V

SIDES

Oven Baked Chips ● V

UNLIMITED

Baked Beans ● V
Sweetcorn Cobs ● V
Salad Selection ● V
Homemade Bread ●

DESSERTS

Arctic Roll ● with Fruit Slice ● V
Ice Cream ● V
Organic Fruit Yogurt ● with Seasonal Fresh Fruit ● V
Seasonal Fresh Fruit Platter ● V

Please note: all cakes, pastry and pizza bases are freshly made using organic flour. Where halal meat has been used (for example, in our burgers), information on allergens present in this menu is available at www.walthamforest.gov.uk/halalmeat or at the school.



Helping to support
climate action

Be a Forest Eco Ranger by choosing at least one plant based dish a week.

Provider of excellent quality, freshly cooked, tasty, nutritious school meals. We are working to reduce sugar content of our desserts in line with current healthy living advice.

APRIL

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

MAY

M	T	W	T	F	S
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

JUNE

M	T	W	T	F	S
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

JULY

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

SEPTEMBER

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

OCTOBER

M	T	W	T	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

- Vegetarian
- V Vegan
- Gluten Free
- Dairy Free
- FDA Free from the 14 declarable allergens