

Dear Parents/Carers,

Safeguarding is at the heart of everything we do at school. To help us keep all children safe, please take note of the following important reminders.

If someone other than you is collecting your child, you must inform the school office in advance and share the agreed collection password with them. *Even if the person is known to your child, we cannot release them without prior authorisation.*

To protect the privacy and safety of all our pupils, please do not use mobile phones to take photos or videos on school premises, unless you are attending a school production or event and you are following our social media guidance regarding sharing images.

These steps are essential to ensure a safe and secure environment for every child.

Another way in which we safeguard the children is by ensuring they are at school. From 1st September 2024, the government introduced statutory guidance titled 'Working Together to Improve School Attendance'. This means that all schools, trusts, governing bodies, and local authorities must follow this guidance to maintain high levels of attendance. We've outlined key points below to help you understand your responsibilities and what the school expects.

By law, parents are responsible for ensuring their child receives a full-time education, usually from age 5 to 16. For most, this means making sure your child attends school every day, unless: Your child is too ill to attend; You've requested and received permission for a leave of absence (only granted in exceptional circumstances – holidays do not qualify).

If your child is absent from school, you should contact the school as early as possible on the first day of absence with a reason. If you don't, we will contact you to follow up. You may request a leave of absence for specific reasons. Approval is at the school's discretion.

If your child is ill, you should refer to the NHS guide: 'Is my child too ill for school?' If they are genuinely too ill, the absence will be marked as authorised, and you will not be penalised.

For ongoing or frequent illnesses, please speak with the school to discuss support options.

Whenever possible, please book appointments outside of school hours. If that's not possible, please request a leave of absence in advance. Try to minimise time away from school – collect just before and return after the appointment if you can. Your child should not need to have the whole day off for an appointment. If your child has a morning appointment and is absent for the whole day, the afternoon will be classed as unauthorised.

may result in a penalty notice, unless support is more appropriate. Fines are £80 if paid within 21 days, or £160 within 28 days per parent per child.

A second penalty notice in a 3-year period will be £160 flat (no early payment reduction). After two notices, legal action (e.g. prosecution) may be considered. Note: Absence due to illness or authorised leave will not result in a penalty.

Being on time matters. If a child arrives after the register opens but before it closes, they will be marked late. If a child arrives more than 30 minutes late, they will be marked absent for the 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

If you have any questions about your child's attendance or need support, please don't hesitate to contact the school.

Wishing you a lovely weekend.

Kind regards,
Rebecca Corderoy
Acting Head of School
Davies Lane Primary School

Important Reminders

Medical

For any medical needs relating to your child, please speak to our Assistant Head Teacher for inclusion. Mr Callum Bolt.

Courtesy

Please be courteous to our staff they are communicating our school policies and procedure. It is vital that we continue to work together har-

Residents' News

OUR
VISION
WALTHAM
FOREST



Waltham Forest

<https://content.govdelivery.com/accounts/UKWALTHAM/bulletins/3f585a6>

Medical Appointments

Please remember that medical appointments should be booked out of school hours where possible. If the appointment is an emergency and needs to happen during the school day, we can only authorise a medical absence for half a day.

Steps to resolving concerns

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

Step 1

The first person to contact is your child's class teacher. If the concern is not resolved satisfactorily then move on to step 2.

Step 2

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

- Ms Yasmin - Assistant Head - Nursery and Reception
- Ms Chinyemba – Assistant Head/Y1 and Y2 Phase Lead
- Mr Harris – Y3 and Y4 Phase Lead
- Ms Hussain - Assistant Head/ Y5 and 6 Phase Lead

If the concerns remain unresolved, move on to step 3.

Step 3 - Contact:

- Mr Bolt – SENCo and Designated Safeguarding Lead
- Ms Olubitan - Deputy Head

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

Step 4

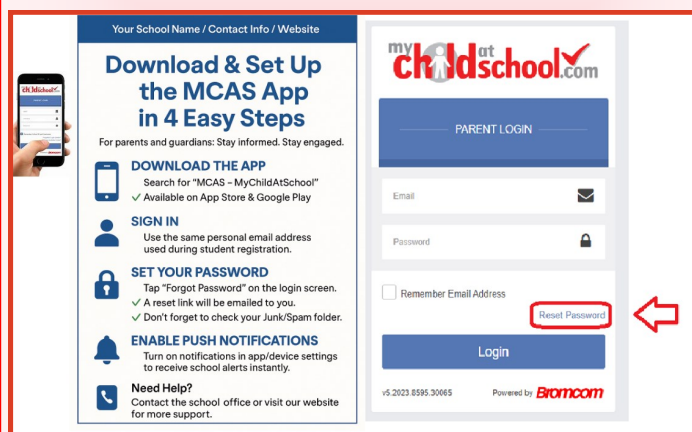
Contact the Acting Head of School - Ms Corderoy

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

Step 5 Contact the Executive Principal - Mr Cook.

Please note that we also have our complaints procedure on the website and can be found on the communication section of the Parents tab on the website

Reminder : MCAS App Instructions



Ensuring Our Children Are Full After Lunch

To support children in feeling full and satisfied after their lunch, we'd like to remind everyone about our lunch times:

If a child is still hungry after their main meal, they will be offered **Option 3**, which includes a choice of:

- Cheese or tuna sandwich/wrap, or Cheese or tuna jacket potato.

Children are also allowed:

- One dessert and one piece of fruit, or One yoghurt, one piece of fruit, and access to the salad bar.

Multiple desserts or yoghurts will not be permitted. We hope this ensures all children have the energy and nutrition they need to thrive during the school day.

Thank you for your continued support!

Charity news

First, may I express our gratitude for the support that has been shown to charity work at Davies Lane so far this year. All 3 events (Roald Dahl day, Jeans for Genes and our MacMillan bake sale) have raised a good amount for the charities.

We have now reached the point in the year where our thoughts turn to Harvest. The children have learned about this in assemblies and we have explained that we are collecting food for local people who find themselves in need at the current time. We are requesting donations of tinned or dried food which will be used to create our Harvest dis-

FoDL Update

Preloved Uniform Project at Parents Evening (23 October)

There will be a uniform stall at Parents Evening on Thursday on the ground floor of the Northside building. If you have any requests for specific items and/or sizes, please email us at fodluniformproject@gmail.com.

Halloween Disco (6 November) – Volunteers needed!

We still need plenty of volunteers for the Halloween Disco, so if you are able to help with any of the sessions, please email us at fodlnews@gmail.com, or join the Whatsapp group to register interest and availability: <https://chat.whatsapp.com/DNDqtWGsGsy2tCrJNsN2Uy?>

Note: If you do not hold a DBS check via the school but do hold one privately, do get in touch.

As a reminder, tickets can be purchased at the following link: <https://www.pta-events.com/fodl/>

A few other updates:

- **Apply for your DBS check** To volunteer at school events (including class trips), you will require a DBS check through the school. If you don't have one, please go to the Southside office to collect your Volunteer Starter Pack, which you will need to complete and return to Lola.
Required Documents:
 - 2 forms of ID (Passport, Driving Licence, Biometric Residence Permit, Birth Certificate)
 - 1 proof of address (Bank statement or utility bill dated within the last 3 months)
- **Christmas raffle prizes still needed!** If you haven't already, please do let us know if there is anything you or a business you know may want to offer as a prize, by emailing us at fodlnews@gmail.com.

Thank you, and have a lovely weekend.
The FoDL Team

Attendance Matters

Important

Our aim is for all children to be at school at least 98% of the time. It is vital that they are at school unless they are really too ill to attend. Please see the guidance from the government below.

<https://www.gov.uk/school-attendance-absence>



IMPORTANT NOTICE STUDENT PICKUP POLICY

You **MUST** be 16 years
or older to collect a
younger sibling from
school.

This rule is in place to ensure the safety
and well-being of all our students.

Thank you for your cooperation
and support.

A Friendly Reminder: Healthy Packed Lunches, Please!

We kindly ask all parents and carers to ensure
that packed lunches brought to school are
healthy and nutritious. A balanced lunch helps
students stay energized and focused throughout
the day.

Here are some great ideas for healthy packed
lunches:

- **Sandwiches or Wraps:** Whole-grain bread or wraps with lean proteins like turkey, chicken, or hummus.
- **Fruits and Vegetables:** Apple slices, grapes, carrot sticks, cucumber slices, or cherry tomatoes.
- **Dairy or Dairy Alternatives:** Low-fat yogurt, cheese cubes, or plant-based alternatives.
- **Healthy Snacks:** rice cakes, or a small handful of popcorn.

Drinks: Water or unsweetened milk instead of sugary drinks.

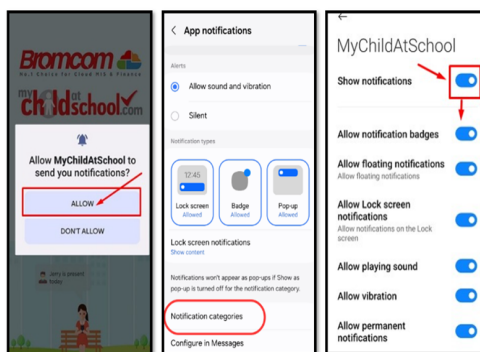
Please remember that we are a nut free school.
Thank you for your cooperation and support in
promoting healthy eating habits!

Important

Please select the phone settings icon



to turn notifications on



Reminder

Please remember that children should
not be bringing toys, money, trading
cards or other items to school. If these
are lost it can cause a lot of upset.

NOTICE TO CHILDREN

Parents are advised
to remind children

ZERO TOLERANCE



ON BRINGING ANY ITEM INTO SCHOOL WHICH IS NOT PERMITTED

Diary Dates

20th Oct: Harvest collection- Fundraising for local food bank and soup kitchen and delivery of collection.

23rd Oct: Reading Challenge hand in.

23rd Oct: Charity event - Wear it Pink – (Learning council to organise) fundraising for breast cancer awareness. Bring in £1 donation for this worthy cause.

23rd Oct: Parents Evening (3.40pm-7:00pm).

24th Oct: INSET Day –No Children in school.

27th Oct–31st Oct: Half Term. No children in school.

3rd Nov: Children return to school 8.40 (soft start)

3rd Nov: SCHOOL COUNCIL – Intellectual disposition/ Preventing different types of bullying / Care

3rd Nov: Flu immunisations

4th Nov: Y4 Anxiety workshop

5th Nov: Bonfire Night

5th Nov: Guru Nanak's Birthday

5th Nov: Flu immunisations

6th Nov: Halloween Disco

7th Nov: Autism awareness coffee morning (9:00 am-10:00am)

7th Nov: Interschool Music competition

7th Nov: Learning Council – Outcomes in writing and maths

10th Nov: Y2 St Paul's Cathedral

11th Nov: Remembrance Day Assembly - Year 6 (11:00am)
(Parents welcome)

11th Nov: Y4 Anxiety workshop

11th Nov: Y2 St Paul's Cathedral

12th Nov: Standards Committee

14th Nov: Learning council to visit Trust schools – return visits

14th Nov: Y2 St Paul's Cathedral

14th Nov: Charity Event - Children in need
(School council to organise)



EDUCATIONAL PSYCHOLOGY SERVICE

Speak confidentially with an educational psychologist about your child

PARENT ADVICE SESSIONS

Who is it for?

- Parents and carers living in Waltham Forest

What can I expect?

- A free 30-minute session with an EP by phone or online via Teams

How to book?

- Call, text or email us using the contact details below

educationalpsychologyservice@walthamforest.gov.uk

07776 589 597

DATES

Wednesday afternoon (12:30–2 pm) or evening (3:30–5 pm)

24th September 2025
8th October 2025
12th November 2025
10th December 2025
14th January 2026
11th February 2026
18th March 2026
22nd April 2026
20th May 2026
10th June 2026
8th July 2026



ABOUT US

Our diverse EP team is passionate about working with families and schools to support children and young people aged 0–25 years with their development, learning and emotional wellbeing.



NHS
North East London
NHS Foundation Trust

WALTHAM FOREST MENTAL HEALTH SUPPORT TEAM WEBINARS 2025

02

OCTOBER

School attendance and Emotional Wellbeing

5–6PM ON MS TEAMS



16

OCTOBER

Helping your child reach their full academic potential

5–6PM ON MS TEAMS



06

NOVEMBER

Positive approaches to challenging behaviour

5–6PM ON MS TEAMS



20

NOVEMBER

Boost your mood – practical tools for overcoming low mood

5–6PM ON MS TEAMS



03

DECEMBER

Anxiety management: building resilience and calm

5–6PM ON MS TEAMS



Please register your interest for any of our free webinars by scanning this QR code



Caught Being Kind

Please find below the names of the children in each year group who are recognised for their kindness this week. **Congratulations**

	Star of the	Caught being
2YO Nursery	Adira	Olive
3YO Nursery	Nyla	Rome
R-Apple	Hanan	Esra
R-Sycamore	Lola	Finn
R-Ash	Kian	Mae
R-Magnolia	Nora	Aaira
Y1- Fir	Enzo	Soraya
Y1- Rowan	Eleni	Augusto
Y1- Larch	Grayson	Arya
Y1- Redwood	Elijah	Ervin
Y2- Pine	Aarya	Klara
Y2 - Lime	Amayah-	Rukaia
Y2 - Poplar	Amrin	Josiah
Y2 - Oak	Ayra	Anastasia
Y3 - Teak	Bonnie	Nyla
Y3 -Chestnut	Mia-Rose	Tudor
Y3 -Elder	Mohammad	Marco
Y3 -Willow	Wasifa	Harrison
Y4 -Spruce	Adam	Layla
Y4 - Palm	Taysharn	Amir Omar
Y4- Holly	Artemie	Margot S
Y4- Olive	Jason	Haashim
Y5-Hornbeam	Kamal	Amarah
Y5 -Walnut	Clara	Aleeza Ali
Y5 -Cypress	Arham	Musa
Y5 - Mulberry	Patrick	Inaayah
Y6 - Haw-	Yusef	Sidro
Y6 - Beech	Abeera	Troy
Y6 - Cedar	Yassin	Noa
Y6 - Eucalyp-	Andrey	Valentin

Class Attendance for the 6th October- 10th October 2025

CLASS	PRESENT %
HAWTHORN	100
REDWOOD	99.31
ASH	98.75
ELDER	98.67
OAK	98.62
POPLAR	98.57
ROWAN	98.39
WILLOW	98.21
BEECH	98.08
HORNBEAM	98.00
OLIVE	97.59
PINE	97.59
FIR	97.33
PALM	97.24
LARCH	97.00
WALNUT	97.00
LIME	96.55
MULBERRY	96.45
APPLE	96.43
EUCALYPTUS	96.3
CHESTNUT	95.94
SPRUCE	95.52
TEAK	93.93
MAGNOLIA	93.33
SYCAMORE	92.11
CYPRESS	92.07
HOLLY	89.66
CEDAR	89.63

School Health Team Waltham Forest



Thqncq.wf0-19SPA1@nhs.net 0300 033 6200



Drop-in sessions:

Our Community Nursery Nurses are providing monthly drop-in sessions in Waltham Forest Primary schools, offering advice, support and signposting on a range of topics including:

Healthy eating, height- weight management
sleep routine, hygiene, toileting
hearing and vision, child development

Available to all parents and pupils every month

03/11/2025 at 9:30 am
08/12/2025 at 9:30 am.



Please speak to Mr Bolt for more information, upcoming dates and appointments



FoDL Update

PRELOVED UNIFORM



**We collect and sell quality uniform at
bargain prices - good for the planet, great for
the purse and raises funds for the children!**

**There will be a uniform stall on the ground
floor of the north side of school throughout
Parents Evening this Thursday.**

Donations of clean uniform can be left in
the red bin by the school office.

You can email us with any requests:
fodluniformproject@gmail.com

