



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



24 October 2024

Dear Families

Ref: Key Diary Dates – Term 2 (Monday 4 November – Friday 20 December 1pm)

I am excited to share with you some of the fantastic activities planned Term 2. Reflecting on Term 1, we've had a wonderful time engaging in various events, and it's been a pleasure to welcome so many families to join us on-site. We truly appreciate the efforts made by those who were able to attend and support us in person.

For families who couldn't join us, or for events that didn't include family participation, we value the support you provided at home in helping your children adjust to changes in their routine. Your encouragement makes a significant difference in their school experience.

To help you stay informed, I've included a calendar of events for Term 2, as well as key information below. We hope you find it useful and that all families will be able to join us for one or more of the open events.

Date	Activity	Notes
Monday 4 November	School reopens for all students	Please be aware that gates open at 8.50am
Tuesday 5 November	ADHD clinic	Students who have a diagnosis of ADHD can use our in-house clinic for medication review meetings. If you would like to take this opportunity or learn more about it, please contact: Therapies@abbotsleaschool.co.uk
Wednesday 6 November	Information evening for families of Year 11, 12, 13 and 14 3.30 – 4.30pm onsite at Abbot's Lea School	We politely request that all who have children in these year groups join us to hear information about transition out of statutory school education. This will be led by the Local Authority and our Assistant Headteacher for secondary.
Friday 8 November	Remembrance Day	Students will learn about Remembrance Day in classes, and where able will engage in a period silence at 11am.
Friday 8 November	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mr Mason (Assistant Headteacher for Secondary) and Mrs Cartwright (Assistant Headteacher for Primary) Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see a plan for how assemblies will work this year below.

	Coffee morning: 9.30 – 10.30am	
Monday 11 November	Anti-bullying week	Students will be focusing specifically on this topic. Whilst this is something that is taught through our curriculum as a matter of course, we will be exploring, in particular, the concept of what it means to be a passive bystander.
Monday 11 November	Family feedback week	We will be sharing a link to a family survey. We very much hope you will take time to complete it so that we can consider your views in our constant journey of school improvement.
Wednesday 13 November	World Nursery Rhyme day	Our younger students will enjoy activities based around their favorite nursery rhymes. If you child has a particular favorite, please let their class team know!
Friday 15 November	Children in Need	Your child is welcome to come to school in non-uniform. There will be an online option to donate to the national event.
Friday 15 November	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mr Mason (Assistant Headteacher for Secondary) and Mrs Cartwright (Assistant Headteacher for Primary) Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5 Coffee morning: 9.30 – 10.30am	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see a plan for how assemblies will work this year below.
Friday 15 November	Primary Art Exhibition	During the coffee morning, Primary families are warmly invited to see their child's art work on display. There will be the same opportunity for the Secondary Department students later in the year.
Monday 18 November	Road Safety Week	Classes will be focusing on how to stay safe on the roads at a developmentally appropriate level.
Friday 22 November	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mr Mason (Assistant Headteacher for Secondary) and Mrs Cartwright (Assistant Headteacher for Primary) Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5 Coffee morning: 9.30 – 10.30am	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see a plan for how assemblies will work this year below.

Saturday 23 November	Christmas Fair	Please join us at Abbot's Lea School 12pm – 3pm. We will have various stalls and games. Any money raised will all directly impact our students.
Friday 29 November	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mr Mason (Assistant Headteacher for Secondary) and Mrs Cartwright (Assistant Headteacher for Primary) Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5 Coffee morning: 9.30 – 10.30am	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see a plan for how assemblies will work this year below.
Friday 29 November	Deadline for Christmas Dinner orders	On 18 December, a Christmas Dinner will be available for all students. If your child is entitled to Free School Meals, they will automatically get a Christmas Dinner. If your child normally has packed lunches, but you would like them to have a Christmas Dinner on 18 December, please pay online by the end of the day today.
Monday 2 December	Mock exams begin for Functional Skills and GCSEs	
Friday 6 December	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mr Mason (Assistant Headteacher for Secondary) and Mrs Cartwright (Assistant Headteacher for Primary) Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5 Coffee morning: 9.30 – 10.30am	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see a plan for how assemblies will work this year below.
Thursday 12 December	Nativity dress-rehearsal	On Thursday morning, the students involved in the Nativity will perform it to the rest of the school in preparation for the open family event the following day.
Thursday 12 December	Christmas Stay and Play 1.15 - 2.15pm	There will be a Christmas stay and play for families of students in Ireland, Wales, Portugal, France, Italy, Spain and Canada... Families are welcome to take their child home at the end of this session.
Friday 13 December	No typical assemblies	
Friday 13 December	Nativity, supported by the Christmas Choir 9.30 – 10.30am	We welcome all families of those students actively involved in the Nativity to come and watch!

Friday 13 December	Christmas Jumper or Accessory day	Your child is welcome to wear something festive.
Monday 16 December	GCSE update phone calls	Families of students who sat GCSE mocks will receive a phone call this week from their GCSE teacher to discuss mock exam results
Wednesday 18 December	Christmas Dinner Day	A Christmas Dinner will be available for all students. If your child is entitled to Free School Meals, they will automatically get a Christmas Dinner. If your child normally has packed lunches, but you would like them to have a Christmas Dinner on this day, please pay online by Friday 29 November .
Thursday 19 December	Christmas Disco Day	Your child can come to school ready to party in their party clothes! Each age group will have their own Christmas disco
Friday 20 December	Christmas film and snack morning	Students will enjoy a Christmas film and a Christmas themed snack .
Friday 20 December	School closes for the Christmas holidays at 1pm. We will start to embark transport from 12.30pm	Students return on Monday 6 January 2025

Attendance and punctuality

At Abbot's Lea School we believe good attendance is vital for a student to reach their full potential. This year, new governmental guidelines have been introduced.

Terminology used by the government:

- PA = Persistent Absenteeism - less than 90% attendance
- EPN = Education Penalty Notices - issued for unauthorised absences (including term time holidays)

Welfare checks:

School will always need to speak to families on the first day of a student's absence. For extended absences we have a duty to see your child face-to-face and let them know we care about them.

My child can't attend:

Report any absences (as early as possible) to the school office via telephone: **0151 4281161** or email: **reception@abbotsleaschool.co.uk**

The school's phone lines are open from 8am each day.

Fines:

EPNs have now been capped nationally at TWO fines within any 3-year period. After this, other actions like a parenting orders or prosecution have to be considered.

Being late:

If your child arrives at school after the register closes at 9.15am, the morning is considered an unauthorised absence. (**please note - this does not include where the situation was beyond the family's control – we appreciate many families rely on the smooth running of SEN transport.*)

Medical evidence:

If your child is PA, or at risk of PA, we will ask you to provide medical evidence to ensure the absence is not unauthorised.

Every child matters; every day matters:

Both families AND school have a legal duty for school attendance. We understand that students can face barriers and so we have a duty to work together to overcome these barriers. This means open and honest information sharing, without judgement. Please reach out to us if you feel we could help you.

School uniform and personal presentation

All students must wear a full school uniform (formal on the days with no PE, and PE uniform on the days when PE lessons take place).

Expectations related to the uniform and personal presentation, including hair, jewelry, etc. can be found on our website under policy section:

<https://www.abbotsleaschool.co.uk/wp-content/uploads/2024/03/School-Uniform-Policy-1.pdf>

Families are asked to adhere to the expectations and support their child with compliance.

Assemblies

Assemblies are facilitated by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary Department) and Mr Mason (Assistant Headteacher – Secondary Department).

Each week a different class will contribute to the assembly. When your child's class leads the assembly, their teacher will contact you in advance to let you know.

We work with high expectations that by the end of the year, all students will be able to sit through a whole assembly and listen well.

However, we recognise that this skill, like any, needs to be taught.

In order to do so, we will follow a graduated approach to full attendance in assembly for our youngest students.

We warmly welcome families to attend assemblies (with coffee morning on the same day).

However, if your child leaves assembly before the end, you are invited to leave with your child and enjoy a focused “stay and play” session with your child.

Where the weather permits, we will be making great use of our fantastic grounds.

Please note our gradual approach to full attendance in assembly over the period of a year:

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Ireland, Wales, Portugal, France, Italy, Spain and Canada	Welcome song followed by “stay and play” – see schedule below	Welcome song followed by “stay and play” – see schedule below	Welcome song and class assembly followed by “stay and play” – see schedule below	Welcome song and class assembly followed by “stay and play” – see schedule below	Full assembly <i>An alternative to stay and play will be offered</i>	Full assembly <i>An alternative to stay and play will be offered</i>

Stay and Play focus:

Our **Stay and Play** sessions will be led by a different class team each week. They will take place in the Conference Room, or where weather permits, the grounds of the school.

Week	Host
9	Mrs Alex Leyland, Wales class teacher
10	Mr Richard Manley, Italy class teacher
11	Miss Emily Quinn, Ireland class teacher
12	Mrs Kelly Aldridge, Spain class teacher
13	Miss Sarah Livermore, Portugal class teacher
14	Miss Rebecca Ledward, France class teacher
15	No assembly

Yours sincerely



Mrs E Tobin
Deputy Headteacher