



Designated Safeguarding Leaders for the school are Mr Holt and Mrs Flower

Family Support—I would like to remind you that Walton Charity can support local families with grants towards the cost of:

Essential household items not funded by the Surrey Local Assistance Scheme.

Contribution towards utility arrears

School trips, school uniform (including school shoes and winter coats), extra curricular / out of school activities or school holiday clubs.

Course fees and other associated costs (such as travel, equipment, accreditation or childcare for those who are studying)

Transport costs

Families should be referred by a local organisation or agency, or other professional body except for school uniform applications, for which they can apply to Walton Charity direct.

For more information about Walton Charity Individual Grants, please contact Amina Lawson the Individual Grants Manager on 0203 328 0246 or Nikki Howard on 0203 195 8286.

You can also email them at alawson@waltoncharity.org.uk or nhoward@waltoncharity.org.uk.

Copies of all relevant forms, can be found on website – www.waltoncharity.org.uk

'Family Line Surrey' –

Parent support The freephone number is 0808 8005678 operating Monday to Friday 10am-7pm. The email address is: help@familyline.org.uk

Website
www.familyline.org.uk

Divorce / Separation (support service)

Surrey Family Mediation Service: <http://www.sfms.org.uk/>

Below are details of procedures to be followed in the event of an emergency school closure. These are details we send from time to time so I urge you to keep them in a safe place. School closure is never taken lightly and is rare. However, I must stress that many of our staff travel some distance to school and the problems are often greater for them than for families who live much closer. We will always make every effort to keep the school open and it is always the decision of the parent as to whether it is safe to travel to school. The school cannot be responsible for roads and pathways approaching the school.

Procedure to be followed in the event of an Emergency School Closure

If there is any doubt in a parents mind about whether the school may be closed they are asked to follow the following routes of enquiring in the order listed.

1. Check your emails/text between 7.30 a.m. and 8.00 a.m. There is also the possibility that, class reps will also text you if they have your details.
2. Check St Charles Borromeo's web-site homepage at www.stcharlesb.surrey.sch.uk from 7.30 a.m. If a decision is made earlier than this, information may be available from as early as 7am.
3. Parents should tune radios into Radio Jackie on 107.8 FM. The school will notify this station in the event of an emergency closure. Its web site is www.radiojackie.com
4. Check the Surrey County Council web-site which is <https://www.surreycc.gov.uk/schools-and-learning/schools/school-closures> However, in previous years, this site has taken time to update information.
5. Only telephone the school on 01932 842617 as a last resort as the office may not be open. Please note this is your last option and should only be used if you cannot access any of the information above.

Internet Safety Advice—I would like to remind you of a link that gives good advice regarding how to stay safe online:

<https://www.internetmatters.org/hub/guidance/e-safety-checklist-getting-your-kids-tech-devices-set-up-safe/>

Illness—Linked to the absence message below, it is inevitable that at some point your child will be unwell and will not be able to attend school. May I remind parents that we need to be aware of the absence that morning (a message can be left on the answerphone) and details of the reason must be given. We have been informed by the local authority that we must keep details of the absence so please do not ring in and just say 'my child is ill', further details should be given. In the event of vomiting or diarrhoea, the expectation is that the child is sickness free for 48 hours. Absence rates are being monitored very carefully in schools and any child with less than 90% attendance (which is only 6 days in a term) does get 'flagged up' by the system and it reflects poorly on the school. Therefore it is worth having the following information to hand which gives clear guidance for all forms of ailments such as impetigo, measles etc It is from the Health Protection Agency and it highlights when a child is able to come/return to school. Please contact the school office if in any doubt or view the documentation at: http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374

Although Nursery age children are not of statutory school age, it is still important that we know when your child will not be able to attend due to illness, so please call the school office and leave your message on the absence line.

Absence during Term Time (Please read) message from Surrey LA.....

Dear Parent/Carer [Penalty Notices to Address Poor Attendance at School](#)

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carers for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more). **Please be aware that The Education (Pupil Registration)(England) (Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence**

during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

In such cases the Headteacher/Governing Body have to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carers liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances 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, the Local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows :-

North East - Tel: 01372 833588

MY KEY MESSAGE—Every day at school is important and regular attendance is the key to a confident and successful child. In 2013 there were some amendments to government legislation - Education (Pupil Registration) (England) 2006 which brought some clarity from the government regarding absence in term time. Previously, headteachers could grant leave of absence for the purpose of a family holiday during term time in special circumstances of up to ten school days per year. However, the amendments now make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In light of this parents should not request absence for holidays during term time, including taking the last day of term to avoid costs/charges. Any requests such as these will not be authorised and may lead to a fine being issued by the local authority.

However, there may be times when there is a genuine need to take time off during term time and we would wish to continue to help families with a proven need. Our attendance figures will be scrutinised and if families can adhere to our request not to take leave unless there are exceptional circumstances, then we may not have to adopt a zero tolerance approach.

Every school day missed by our school children is a lost opportunity and we as a school are keen to ensure that we meet a very challenging target of 3.5% authorised absence by the Local Authority. This equates to slightly less than 7 days absence per child per academic year. Last year a large number of absences were not authorised for various reasons and we need to reduce the number of absences to support families with a genuine need.

In light of the above, I need to stress that I have always tried to give plenty of notice regarding term dates, so that parents have sufficient time to make their holiday arrangements. I must also stress that the above stipulations do not include general illness, funerals or family crises which are unavoidable and will always be treated sympathetically.

I trust that you will support me with this matter and would like to reiterate that any requests for term time absence must be avoided and in the unlikely event that absence is required, an appointment must be made with me via the school office to discuss the circumstances. The school's attendance policy can be found on the school website.



Admin Newsletter Spring 2020

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Additional Funding Available, Can You Help?

The Government gives money to schools to help children from lower income families to do their very best. The funding is called 'Pupil Premium' and for every child registered, St Charles will get over £1,000 this year. This money can then be used towards improving additional support for your child and other children.

How does it work?

First, check if you qualify – it is not just if you are unemployed. You must be in receipt of one of the following:

Prior to April 2018, children qualified for free school meals – and accordingly pupil premium – if you received any of the following benefits:

Income support

Income-based jobseekers' allowance

Income-related employment and support allowance

Support under Part IV of the Immigration and Asylum Act 1999

The guaranteed element of state pension credit

Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

These benefits have now been rolled into a single benefit, called Universal Credit. From April 2018, free school meals and pupil premium will only be allocated to pupils with a family income under £7400 (net) per year.

If any of the above applies, please contact the school office and we will tell you what you need to do to register your child as eligible.

Since September 2014, all children in Reception and Years 1 and 2 have qualified for free school meals, regardless of their family income, but only the children who would qualify for free meals under the above income-based criteria will receive the pupil premium.

If your child qualifies for free school meals, it's important that you tell us – even if they take a packed lunch – as this enables us to claim pupil premium.

If this applies to you, please let us know, no one will know you have registered and it will not affect any other benefits you are claiming. Please speak to the school office in confidence for further information. The office can check your eligibility if you are not sure.

Childcare

Surrey Children's Information Service holds information about choices of childcare, lists of childcare providers, use of childcare vouchers, and help with costs of childcare, balancing family and work and other services for children. There are several ways to get in touch with them:

www.surreycc.gov.uk/cis Tel 08456 0117777 or email surrey.cis@surreycc.gov.

We signpost to the after school club at St James. If you would like to sign up to their after school club, please contact our school office for further details. St James operates a walking bus or mini bus when available from St Charles Borromeo School most days, but there has to be a minimum number of children for this.



| TERM | | START | END |
|-------------|-----------|---------------------------|-------------------------|
| AUTUMN 2020 | Autumn 1 | Tuesday 01 September 2020 | Friday 23 October 2020 |
| | Half term | Monday 26 October 2020 | Friday 30 October 2020 |
| | Autumn 2 | Monday 02 November 2020 | Friday 18 December 2020 |
| Christmas | | Monday 21 December 2020 | Friday 01 January 2021 |
| SPRING 2021 | Spring 1 | Wednesday 06 January 2021 | Friday 12 February 2021 |
| | Half term | Monday 15 February 2021 | Friday 19 February 2021 |
| | Spring 2 | Monday 22 February 2021 | Thursday 01 April 2021 |
| Easter | | Friday 02 April 2021 | Friday 16 April 2021 |
| SUMMER 2021 | Summer 1 | Monday 19 April 2021 | Friday 28 May 2021 |
| | Half Term | Monday 31 May 2021 | Friday 04 June 2021 |
| | Summer 2 | Monday 07 June 2021 | Friday 23 July 2021 |



INSET DAYS - 1 September, 2 October, 30 November, 15 March + TBC