

Dear Parents,

This was our first full week back and slowly the children and the staff are finding their feet and returning to school routines.

This week Year 6 went on a trip to explore London. This trip was made possible thanks to the engagement of our outstanding Year 6 teachers, who organised it, our amazing kitchen staff, who provided the lunches for the day and some wonderful parents, who were willing to accompany the children on their London adventure. The children were buzzing when they returned.

The highlight of the day, without a doubt, appears to have been watching the changing of the Guards at Buckingham Palace.

Today we had a non-uniform day to raise funds for the Red Cross/Red Crescent organisation, who are currently supporting the victims of the natural disasters both in Morocco and in Libya. We raised over £500 thanks to your generosity. In our whole school assembly today the children learned about the exemplary work the Red Cross/ Red Crescent organisation is carrying out all over the world. We talked about our school value of empathy and courage that influences both the work of the organisation and also the support of every single family that donated to the cause.

I have noticed that our lost property box is already starting to fill up again, and we are only in the second week of the school year. I reminded the children that they need to treat their school clothes with respect and that not looking after their property was equal to being disrespectful to their parents, who work hard to ensure that they have clothes to wear, food to eat and shelter to stay safe.

Please, help your child by making sure that your child's school clothes are labelled, so they can be returned to them.

I enjoy meeting many of you at the start and the end of the school day. However, I am noticing an increasing number of parents walking in the road with their children when coming and leaving the school. While the roads are not too busy around our school, it is still a serious concern to me.

You, as parents, are the role models to your child. If you are not using the pavements, why should your children. I am especially concerned about children who are allowed to go home by themselves. I know the pavements are narrow around the school and will explore what can be done about this.

You can help us by using the pavement on either side of the road, by not staying too long on the pavements, watching your children after they have entered the school gate, by finding a wider area for your early morning chat with your friends and by not blocking pavements with bikes or scooters.

**Teaching children road safety has to be a partnership between school and parents.**

It cannot be a one-way street.

I am happy to report that our attendance is improving. Let's keep working at it so that your child will have the best possible outcomes this year. Attached to this newsletter is a message from the Education Welfare Team with regards to the procedure of formal warnings in case of unauthorised absences. This is something that we have a duty to inform you about.

If you have any further questions in relation to attendance, please get in touch via the school office, speak to myself or Ms Anthony in the mornings or send us an email on [admin@chalkhill.brent.sch.uk](mailto:admin@chalkhill.brent.sch.uk).

I wish you all a safe and sunny weekend.

Kind regards  
Mrs Shanker

# Boletín de noticias de La Escuela Primaria de Chalkhill



Viernes 15 de  
Septiembre  
2023

## Chalkhill Primary School Motto

—LEARNING TOGETHER TO ASPIRE AND ACHIEVE.

Our new school values;

**Respect, Empathy, Aspire, Courage, Honesty.**

The initials of the five values chosen form the word **REACH**, an acronym that will help us all to remember what we are aiming for within our school community

— **Reach for the stars.**

## DATES FOR YOUR DIARY 2023

**MacMillan coffee morning**

Friday 29th September 9.00am

# Attendance award



Week commencing  
**11th September 2023**

goes to:

**4F  
With  
100%**

**Attendance**

Whole school attendance:

**95.3%**

*We always aim to be above 96%*

## Breakfast & Afterschool Club - Y-tec

Is now available at Chalkhill Primary School. For further information/ register you may contact Y-Tec directly.

**Moji contact number is 07459 339 445 / 07440 204 540**

**Chalkhill Primary School**  
has collectively manage to raise **£593.40**  
A big thank you all for your donations.



All the funds raised for the **Earthquake in Morocco** and the **Flooding in Libya** will be going to The British Red Cross/Red Crescent organisation.

We are also collecting on online if you would like to contribute.

The British Red Cross helps people in crisis, whoever and wherever they are.

## School Money

**Please make  
payment via  
School Money to  
clear all  
outstanding  
payments!**

## Chalkhill Primary School Uniform

Rumbles Uniform  
598 High Road  
Wembley, Middlesex  
HA0 2AF

Telephone: 0208 902 1393

<https://www.rumblesuniform.com/>



## Parking outside the school

Parents/Carers we request that you do not park outside the school gates.

Stopping the car in the middle of the road to drop off children blocks the road. This causes danger to yourself, your child/children and other members of our community. When you drop your child/children to school by car, please, park up somewhere safely, turn off your engine and walk your child/children into school.

We kindly request that you are respectful to our neighbours and other families in our school community.

Thank you.

## Class Photographs

Should be received at the School by 30th September 2023 unless you have requested for them to be delivered to your home address.

## 'Safeguarding is everyone's responsibility'

Here at Chalkhill Primary, we are committed to keeping our children and school community safe.

If you have a concern regarding a child or adult please contact us immediately.

For urgent Child Protection matters, outside of school hours, please contact: Brent Family Front Door -

Tel: 020 8937 4300

or email: [brent.lscb@brent.gov.uk](mailto:brent.lscb@brent.gov.uk)

Thank you for contributing to keeping our school community a safe place.

Mrs Butler (Designated Safeguard Lead)

# **EDUCATION WELFARE SERVICE**

Guidance to schools

Information for parents

Formal Warnings or Education Penalty Notices

## **September 2023**

### **Introduction**

Schools can refer cases of non-attendance to the Education Welfare Service (EWS), who may decide to issue a Formal Warning or Education Penalty Notice to parents of pupils concerned. To make use of this particular strategy, schools must ensure that parents are informed annually, in writing, of the possibility of them receiving a Formal Warning or Education Penalty Notice if their child has unauthorised absence from school. Schools should also include reference to this strategy in their attendance policy. The EWS has produced a model letter, which Headteachers can use as a basis for a letter from school to parents. It gives examples of the ways a parent can help in improving attendance and explains the measures schools may take if attendance is poor.

Queries about this document should be addressed to:

[ews@brent.gov.uk](mailto:ews@brent.gov.uk)

Education Welfare Service

Brent Civic Centre

Engineers Way

Wembley

HA9 0FJ



## **Model letter**

Dear Parent

### **RE: Formal Warning or Education Penalty Notice**

We are writing to you because this year, we aim to have an absence rate below the national average and to exceed our attendance target. We think it is very important that all our pupils benefit from 190 days of learning to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment. We are asking you to support the school by ensuring your child achieves excellent attendance.

Here are some of the ways in which you can help our school achieve excellent attendance:

- Aim for your child to have 100% attendance.
- You can make a request to me in advance if you feel you have exceptional circumstances for your child to be absent during term time, however permission may not be given, and my decision is final.
- We expect pupils to arrive at school on time. Late arrivals disrupt the education of others. Pupils arriving after the register has closed will be marked in the register as having an unauthorised absence. The school attendance policy states the time that the attendance register closes in the morning: (e.g. 30 minutes after registration);
- We do not expect pupils to come to school when they are sick, but parents of children with regular sickness absence will be expected to provide us with medical evidence before we authorise further absences;
- Avoid medical and dental appointments during school time;
- If you or your child is having difficulties and these impacts on their attendance, please make an appointment with a member of staff to discuss additional support.

We have an expectation that once we have notified a parent about attendance concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, we will discuss this with our link Education Welfare Officer, and if necessary, make a referral to Brent Education Welfare Service.

The Education Welfare Service may issue a parent with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute if a child is persistently absent over a minimum period of 10 weeks. If a parent is issued with an EPN, they risk receiving a fine from Brent Council of £120 if paid within 28 days. This is reduced to £60 if paid within 21 days. Fines for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted in court for their child's unauthorised absence. For further information, a copy of our attendance policy is available to read in the school office or you can find the Education Welfare Service's Non-School Attendance, Education Penalty Notices, Local Code of Conduct on Brent Council's website [www.brent.gov.uk](http://www.brent.gov.uk)

# Chalkhill Primary School

## Academic Year: 2023-2024



Autumn Term	Dates	Information
<b>Monday 4<sup>th</sup> September 2023 – Friday 22<sup>nd</sup> December 2023</b>		
First Half Term 6.5 weeks 33 days	Monday 4 <sup>th</sup> September 2023	Teacher training (school closed for children)
	Tuesday 5 <sup>th</sup> September 2023	Teacher training (school closed for children)
	Wednesday 6 <sup>th</sup> September 2023	First day of school- gates opens at 8.30am
	23 <sup>rd</sup> October 2023 – 27 <sup>th</sup> October 2023	Half Term holiday
Second Half Term 7.5 weeks 37 days	Monday 30 <sup>th</sup> October 2023	First day of school- gates opens at 8.30am
	Friday 24 <sup>th</sup> November 2023	Teacher training (school closed for children)
	Monday 27 <sup>th</sup> November 2023	Teacher training (school closed for children)
	Thursday 21 <sup>st</sup> December 2023	Last day of term- school closes at 1.30pm
Spring Term	Friday 22 <sup>nd</sup> December 2024- Friday 5 <sup>th</sup> January 2024	Christmas holidays
	<b>Dates</b>	<b>Information</b>
<b>Monday 8<sup>th</sup> January 2024 – Thursday 28<sup>th</sup> March 2024</b>		
First Half Term 5 weeks 24 days	Monday 8 <sup>th</sup> January 2024	Teacher training (school closed for children)
	Tuesday 9 <sup>th</sup> January 2024	First day of school- gates opens at 8.30am
	12 <sup>th</sup> February 2024- 16 <sup>th</sup> February 2024	Half Term holiday
	Monday 19 <sup>th</sup> February 2024	First day of school- gates opens at 8.30am
Second Half Term 6 weeks 29 days	Thursday 28 <sup>th</sup> March 2024	Last day of term- school closes at 3.15pm
	Friday 29 <sup>th</sup> March 2024 – Friday 12 <sup>th</sup> April 2024	Easter holidays
Summer Term	<b>Dates</b>	<b>Information</b>
<b>Monday 15<sup>th</sup> April 2024– Wednesday 24<sup>th</sup> July 2024</b>		
First Half Term 6 weeks 29 days	Monday 15 <sup>th</sup> April 2024	First day of school- gates opens at 8.30am
	Monday 6 <sup>th</sup> May 2024	Bank holiday (school closed)
	Monday 27 <sup>th</sup> May 2024 – Friday 31 <sup>st</sup> May 2024	Half Term holiday
Second Half Term 7.5 weeks 38 days	Monday 3 <sup>rd</sup> June 2024	First day of school - gates opens at 8.30am
	Wednesday 24 <sup>th</sup> July 2024	Last day of term- schools closes at 1.30pm
<b>Total 190 days</b>	Thursday 25 <sup>th</sup> July 2024 – Monday 2 <sup>nd</sup> September 2024	Summer holidays



**AGES 4-12 YEARS OLDS**

Ofsted Registered

# BREAKFAST CLUB & AFTERSCHOOL CLUB

Reliable and uniquely flexible childcare provision supporting families in Brent!

Promoting :

- Healthy eating
- Wellbeing
- Inclusion
- A growth mindset

## Breakfast Club

**£1.50 - Club only no breakfast**

**@ 8:20AM - 8:40AM**

**£1.50 each for additional sibling**

**£2 per day - Breakfast Club @ 7:45AM - 8:15AM**

**We provide :**

- \*Toast
- \*Fruit
- \*Yoghurt
- \*Cereal
- \*Waffles



## After School Club

**3:15- 6:15PM**

**£10**

Hourly rates of £5 will be used for parents who require shorter hours

**We provide :**

- \*Arts and Craft
- \*Drama/Dance /Singing
- \*Homework Support
- \*Cooking Lesson
- \*Fun activities and Games
- \*Safety and Wellbeing Workshop



Please let us know of any allergies for both Breakfast Club and After School Club. For more information or to register contact : 07459339445 / 07440204540  
website : <https://www.y-tec.org/childcare>.