



# Stamford Green Primary School



TOGETHERNESS

Welcome to our School Newsletter Issue 4a - 4 March 2020

## Headteacher's Headlines

[www.stamford-green.surrey.sch.uk](http://www.stamford-green.surrey.sch.uk)

Dear Parents and Carers,

Just a brief newsletter this week to draw your attention to three important matters:

**COVID-19** - As I am sure many of you will have seen, there have been media reports about Coronavirus in the UK and in Surrey, and many of you will be concerned. I want to reassure you that we are taking the situation seriously but that we do not need to cause undue alarm. It is important for the children that we remain calm, sensible and work together as a school community to follow the national guidance.

**Absence** - Please follow the procedure on page two of this newsletter to notify us that your child will not be in school or nursery for the day. You should not email your child's teacher as there is no guarantee that they will be checking their emails before school.

Since the start of this half term I have had to visit a child's home to ascertain that the children and parent were safe as we could not contact them by phone. In addition to this, yesterday, we had a similar situation but the family did not answer the door when we made a house call so we had to call Social Services and the Police as we could not say that the family were ok. Thankfully they were ok but a simple phone call to the school office could have saved many hours of school and police time.

You may be wondering why our Attendance Policy requires this level of follow up but since reading a Serious Case Review in 2018, where a child died two weeks after his mother had because nobody had checked in on the family, I vowed that this would never happen to a child attending Stamford Green. Please just call us and let us know what is happening.

**PTA Barn Dance** - We are in the very fortunate position of having two fantastic parents to lead and make this PTA event happen. Organising an event isn't everyone's cup of tea so maybe you could just come along instead to support the parents organising the event so that it isn't cancelled. All the profits are going towards refurbishing your child's school hall so come along, bring a friend or two and enjoy the hoedown!

Best wishes,

Mrs Louise Druce  
Headteacher

### News In Brief

#### COVID-19

Just a quick update to let you know that we are following the advice from Public Health England regarding the Coronavirus.

We have implemented extra handwashing, at various intervals throughout the day as per the advice. This has led to the wall mounted soap dispensers jamming! Therefore, there will be freestanding soap bottles available for the children until the new wall mounted soap dispensers arrive.

Please also note, that due to a risk of spreading germs, classrooms will not have cups by the sink anymore. Therefore, please remember to send your child to school with a water bottle.

Public Health England

Coronavirus (COVID-19)

**If you have a cough, or fever, or shortness of breath and have been to any of these places in the last 14 days:**

- China
- Thailand
- Japan
- Republic of Korea
- Hong Kong
- Taiwan
- Singapore
- Malaysia
- Macau
- Vietnam
- Cambodia
- Laos
- Myanmar
- Northern Italy (north of Pisa)

**Stay indoors and call NHS 111**

**If you have returned from these specific areas:**

- Iran
- Specified towns in the Lombardy and Veneto regions in Northern Italy
- Daegu or Cheongdo in South Korea
- Hubei province (returned in the past 14 days)

**Make your way to your residence. Stay indoors and contact NHS 111 even if you do not have symptoms**

Visit NHS.UK for more information

VERSION 4.1 (ISSUED 20 FEB 2020)

## **Absence**

By law, children must attend school on all the days it is in session unless they are unwell. If your child is ill, please let us know by telephone before 9.00am and leave a message including your child's name and class and reason for absence including symptoms, if ill, or appointment details. Parents should inform the school immediately in all cases of infectious diseases. When your child returns to school please send in a note explaining the absence. This is a legal requirement for school records.

## **Registration and Lateness**

It is expected that children will arrive at school on time. Children can arrive from 8.40am, the attendance register will be taken at 8.55am. To ensure children are in class for the register at 8.55am, the West and East Gates will close at 8.50am.

- Any child arriving between 8.50am and 8.55am will be informally recorded in the late book in case of fire.
- The register will close at 8.55am, and if a child arrives after the bell at 8.55am it will be recorded 'as late after bell'. If a child arrives without a valid reason after 9.10am this will be recorded as an unauthorised absence. The pupil's name, and the time of arrival will be recorded in the late book in case of a fire.
- In cases of persistent late arrival to school, along with advice from the Education Welfare Officer (EWO) the school will use the improvement system outlined in section 6 of this policy. If there is no improvement parents will be required to attend a panel meeting to explore strategies to improve promptness.

## **Responding To Non-Attendance**

It is the responsibility of the parent/carer to inform the school by 8.55am if a child will be absent for any reason.

When a pupil does not attend school we will respond by doing one or more of the following:

- If no letter or telephone call is received from the parent/carer by 8.55am, the school's Data, Attendance and Welfare Officer will contact them or the other emergency contacts held by the school until we get a response and know that the child is safe.
- If there is no response from any of the contacts held by the school, the Leadership and Management Team will be informed and this will result in a home visit to ascertain that the child is safe.
- If there is no response from a home visit, all efforts will be made to establish the safety and wellbeing of the children. This may involve working with other agencies e.g. police.
- In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority.
- Parents are asked to call the absence line every day the child is unable to attend school.
- For any children whose family are known, by the school, to be currently working in partnership with Children's Services an additional phone call to the named Social Worker/ Family Support Worker will also be made. Equally for any children where the school has significant concerns, that are not currently working in partnership with Children's Services, an additional phone call into 'MASH' (Multi Agency Safeguarding Hub) is likely to be made. The School may also seek further advice from the Educational Welfare team and/or any other professional service they feel is appropriate.