



## Mrs Scripps' Scribbles:

It has been wonderful hearing the Year 8 students speak so eloquently in the House Assemblies about why they should be House Captains and Sports Leaders. Staff have made their final decisions and the students will be told next week.

## Assemblies: Leadership

This week in assemblies and House Group time we have been focusing on Leadership. We have focussed on the fact that we can all be leaders and in House Groups students have discussed what makes a good leader.

## Absence Procedures

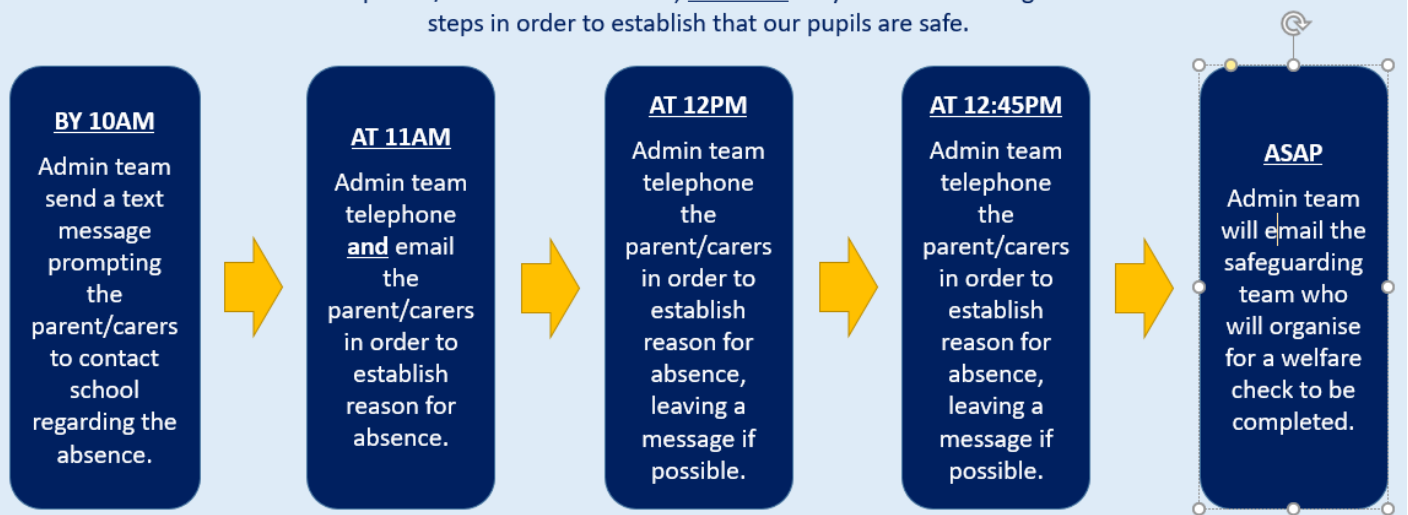
Following our recent review of safeguarding practices and as part of our continued drive to improve attendance of pupils we are making some changes to ensure we are in line with the most up to date safeguarding procedures when a pupil is absent from school. When a pupil is unexpectedly unable to attend school, parents/carers must inform the school as early as possible on the first day of absence and for each subsequent day of absence. Should the school receive no reason for absence, then the following procedures will come into effect;

- If we have not received communication from the parent/carer of the absentee by 10.00 a.m., the admin team will send a text message to listed contacts in order to prompt contact to the school with a reason for absence.
- If we have not received communication from the parent/carer of the absentee by 11.00 a.m., the school admin team will email and attempt to call the parent/carer of the absentee to gain a reason for absence.
- If we have not received communication from the parent/carer of the absentee by 12.00 p.m., the school admin team will email and attempt to call the parent/carer of the absentee to gain a reason for absence, leaving a message if possible to contact school urgently.
- If we have not received communication from the parent/carer of the absentee by 12:45pm, the school admin team will email and attempt to call the parent/carer of the absentee to gain a reason for absence. If contact cannot be made with parents/carers at this time to establish a reason for absence, the admin team will contact the school safeguarding team.
- **Should our safeguarding team be contacted, they will attempt to conduct a welfare check either in person or with the assistance of our partners at the Local Authority or the police. This will involve staff or other professionals visiting the listed home address to establish the safety of the absentee.**

Once again, keeping our pupils safe is of vital importance to us at Ralph Sadleir and high levels of attendance at school are critical in the success of our pupils. We thank you for your continued support.

## Absence flow chart – No reason given for absence

When a pupil is absent and **no reason is provided** from a parent/carer for the absence, **we must** carry out the following steps in order to establish that our pupils are safe.



## Punctuality

We would like to remind you about the importance of being in school on time as there have been too many incidents of students arriving at school at 8.50 a.m. or later.

The first lesson of the day starts at 8.50 a.m. every day. Students must join their teaching group line as soon as the whistle is blown at 8.45 a.m. so that they can start their lessons promptly. Students who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. We will continue to focus on this area with children through class work and school assemblies

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

From January students who arrive after 8.50 a.m. without an explanation from parents will be given an after-school detention.

**Just a little bit late doesn't seem much but.....**

He/She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 Weeks per year	Nearly <u>1 and a Half years</u>
1 hour per day	1 day per week	8 Weeks per year	Over <u>2 and a Half years</u>

### Christmas Celebrations:

*Wednesday 29th November - Panto:* Please ensure that you have paid via ParentMail

*Thursday 30th November - Christmas Decoration Day:* The students are working in their House Groups making a range of decorations and Christmas crafts. It would be great to have some additional parent support, so if you are available next Thursday between 12.20 - 1.20 p.m. or 2.10 - 3.30 p.m. [please sign up here to help.](#)

*Tuesday 12th December, 2.45-3.30 p.m -Year 5 & 6 Christmas Singing:* Parents are invited to come and join our Christmas songs

*Wednesday 13th December - Christmas Jumper Day and Lunch:* More details about how to order Christmas lunch to follow

*Thursday 14th December, 2.45-3.30 p.m - Year 7 & 8 Christmas Singing:* Parents are invited to come and join our Christmas songs

**Dates for the rest of the year 2023/24— new/updated dates in red**

<b>Date</b>	<b>Who's involved</b>	<b>Event</b>
<b>AUTUMN TERM 2023</b>		
28th November	All parents	Parent Forum—Communication (9.00—10.00 a.m.)
28th November	5 Pearson students and parents	Class Presentation assembly (11.20 a.m.)
29th November	All students	Pantomime
30th November	All students	Christmas Decoration Day
1st December	All students and parents	Occasional Day- school closed
8th December	5 Teresa students and parents	Class Presentation assembly (11.20 a.m.)
12th December	Year 5/6 students and parents	Christmas singing (2.45 p.m.)
13th December	All students	Christmas Dinner and Jumper Day
14th December	5 Parks students and parents	Class Presentation assembly (11.20 a.m.)
14th December	Year 7/8 students and parents	Christmas singing (2.45 p.m.)
20th December	All students and parents	End of term (1.30 p.m.)
<b>SPRING TERM 2024</b>		
4th - 5th January	-	INSET Days—school closed to students
8th January	All students and parents	Start of term
15th January	6 Radcliffe	Trip to Aerozone
16th January	Year 7 class TBC	Trip to Aerozone
17th January	All parents	Parent Forum - Behaviour (2.30 p.m.)
18th January	Year 7 class TBC	Trip to Aerozone
22nd January	Selected students	District Cross Country being held at Ralph Sadleir
23rd January	Year 7 class TBC	Trip to Aerozone
24th January	All students and parents	Parent Teacher Consultations (4.30—7.30 p.m.)
25th January	All students and parents	Parent Teacher Consultations (4.30—7.30 p.m.)
29th January	Selected Students	District Cross Country at Edwinstree
1st February	Selected students	Year 7 Football Match
8th February	Year 6 students	Heights and Weights
8th February	Selected students	Netball Match at King James Academy
9th February	Year 6 students	Heights and Weights
13th February	6 Radcliffe students and parents	Class Assembly 12.30 p.m.
19th—23rd February	All students and parents	Half Term Holiday—school closed



**SEE THE NEXT PAGE FOR THE REST OF THE SPRING TERM AND THE SUMMER TERM 2024**

<b>Date</b>	<b>Who's involved</b>	<b>Event</b>
<b>SPRING TERM 2023</b>		
26th Feb—1st March	Year 5 students	Bikeability
1st March	6 George students and parents	Class Assembly 11.30 a.m.
5th March	All parents	Parent Forum: Reports & Parent Evenings (9.00 –10.00 a.m.)
7th March	5 Pearson students and parents	Class assembly 12.30 p.m.
12th March	Selected students	Big Bang Science Conference
13th March	All students and parents	Science Fair 3.30—4.30 p.m
15th March	5 Teresa students and parents	Class assembly 12.30 p.m.
18th March	5 Parks students and parents	Class assembly 12.30 p.m.
26th March	6 John students and parents	Class assembly 12.30 p.m.,.
28th March	All students and parents	End of term (1.30 p.m.)
<b>SUMMER TERM 2024</b>		
15th April	-	INSET Day—school closed to students
16th April	All students and parents	Start of term
28th April—3rd May	Year 8	Trip to France
7th May	All parents	Parent Forum (subject tbc) 9.00—10.00 a.m.
24th May	-	INSET Day—school closed to students
24th—31st May	All students and parents	Half Term Holiday—school closed
3rd—7th June	Year 6 students	Trip to PGL
12th June	Year 7 students	Trip TBC
19th June	Year 8 students	Thorpe Park TBC
26th June	All parents	Parent Forum (subject tbc) 2.30—3.30 p.m.
27th June	All parents	Reports Home
11th July	All students	Transition/Moving Up Day
16th July	Freman House students and parents	Prize Giving (2.30 p.m.)
17th July	Sadleir House students and parents	Prize Giving (2.30 p.m.)
18th July	Salisbury House students and parents	Prize Giving (2.30 p.m.)
19th July	Wellington House students and parents	Prize Giving (2.30 p.m.)
23rd July	All students and parents	End of term (1.30 p.m)

