

### MR SINGH'S WEEKLY MESSAGE

Dear Parents and Carers,

As we settle back into the autumn term, I am delighted to see how well the children have adjusted back into school routines.

This term, we will have the pleasure of welcoming our Patron of Reading, Conrad Burdekin, who will spend time with each year group, sharing stories, answering questions, and inspiring a love of reading.

With winter fast approaching, I'd like to remind everyone of the importance of wearing warm, waterproof coats each day. We encourage outdoor play and learning whenever possible, even in colder weather, so please ensure your child is equipped to stay comfortable outdoors, especially for outdoor PE lessons. Please ensure your child has suitable attire, such as a warm sweatshirt, tracksuit bottoms, and perhaps even a hat and gloves for the colder days. Staying warm allows them to fully enjoy these outdoor activities and keeps them healthy and focused.

Best wishes

Mr Singh

### **PLEASE SEE BELOW FOR KEY MESSAGES**

#### **END OF DAY DISMISSAL UPDATE**

I would like to inform you of a slight amendment to our end-of-day dismissal procedures, implemented to ensure the safety and safeguarding of all children.

Recently, we have noticed that some children are being taken directly from the line by parents without following our established dismissal protocols. To maintain a secure and orderly environment, we kindly ask for your support with the following updated process:

**15:00: Gates will be open to allow parents/carers to arrive promptly and wait for their child at the correct collection points.**

**15:10: A barrier will be placed across the access to the back of the building and a 5-minute no crossing rule will be implemented and parents/carers will need to wait in an orderly fashion. This is to ensure the safety of our Year 3 and Year 4 pupils and allow them the opportunity to walk safely to their dismissal point.**

**15:15: Barrier will be lifted, and parents can resume walking to their child's collection point. School children will be dismissed from this time.**

These adjustments are essential to create a smoother, safer dismissal and allow our team to properly supervise all children as they leave for the day.

We appreciate your understanding and cooperation with this updated procedure. Should you have any questions, please feel free to reach out.

#### **ATTENDANCE**

Heckmondwike Academy has a statutory duty to keep your child safe which includes knowing where they are if they are not in school.

We appreciate that children are sometimes genuinely ill. If your child is going to be absent

due to illness, parents/carers are requested to telephone on the first day of absence before 8.35am. If you leave a message on the answerphone service before 8:00am please give your child's name, class and reason for absence and then each morning, for the duration of the absence.

If you do not contact the office, school will ring you followed by every contact number we hold for your child until we speak to somebody.

If your child is absent for two consecutive days and we are unable to contact anybody, we will visit the family home to ensure that your child/ children are safe and well. If we are still unable to speak to a named contact, then we may call 101 to seek police assistance in locating the family

If there is no improvement in your child's attendance, then the following actions may be taken:

- **Home visit from a member of the safeguarding team or Head of Academy**
- **Education Penalty Notice warning letter**
- **Invite to Attendance Support Plan meeting**
- **Voice of the Child**
- **Education Penalty Notice**
- **Court proceedings**

#### **KEY DATES**

**13.11.2024: Y1 Bike ability**

**18.11.2024 & 19.11.2024: Y6 Locala height and weight checks**

**28.11.24: Whole-school workshops by Conrad Burdekin our Patron of Reading**

**10.12.2024: EYFS & Y1 Christmas dinners and Christmas jumper day**

**11.12.2024: Y2 & Y3 Christmas dinners and Christmas jumper day**

**12.12.2024: Y4, Y5 & Y6 Christmas dinners and Christmas jumper day**

**18.12.2024: Christmas Fayre**

**19.12.2024: Last day of Autumn term**

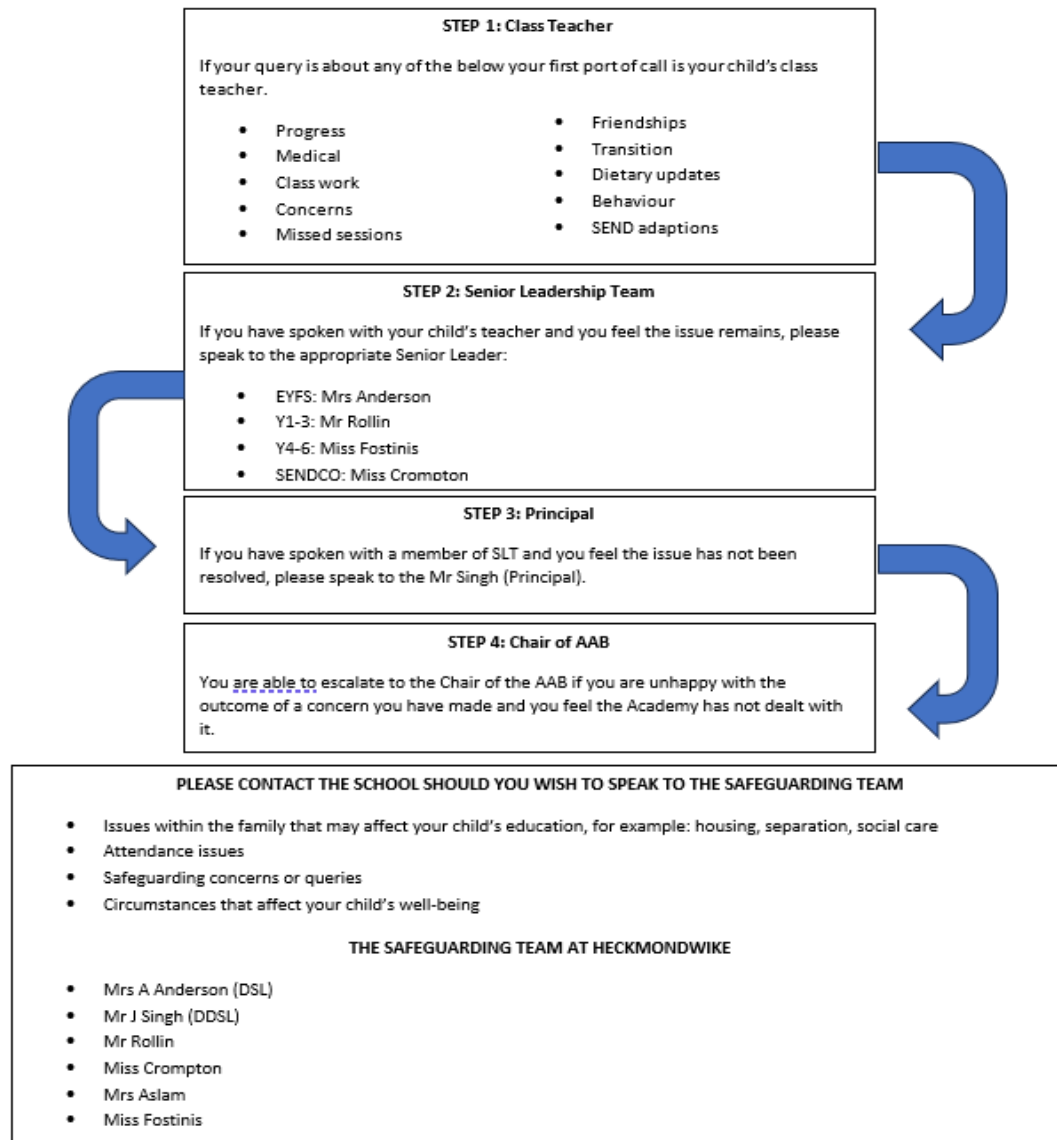
**20.12.2024: School closed (INSET day)**

**06.01.2025: School re-opens Spring 1**

## COMMUNICATION POLICY

### Parent-School Communication

Should you have any queries or would like to speak to a member of staff regarding anything – please follow the guidance below – this will ensure your queries are dealt with in a timely and effective manner.



**PLEASE KINDLY NOTE THE OFFICE WILL ONLY BE ABLE TO ASSIST WITH:**

- Reporting absence (this should be done at the earliest point possible)
- Change of personal details (such as address, phone numbers, passwords)
- Queries regarding online payment systems
- Reprint of any hard copies of correspondence
- Special leave form

**ATTENDANCE**

RA: 90.36%	RW: 93.93%
1A: 90.00%	4D: 87.69%
<b>1Q: 97.59%</b>	4R: 96.15%
2D: 88.52%	5G: 92.33%
2LC: 96.30%	<b>5L: 100.00%</b>
3A: 93.93%	6F: 94.00%
3B: 95.67%	6S: 94.33%

**PUPIL OF THE WEEK**

1Q: Ayana Fida	4D: Hammad Hussain
1A: Ayaath Ashraf	4R: Abdul-Raafay Mir
2D: Abdullah Fiaz	5G: Azhaan Hussain
2LC: Aasma Naeem	5L: Muhammad Ali Ahmed
3A: Muhammad-Baqir Ilyas	6F: Luqman Ali
3B: Mustafa Mueen	6S: Mina Aldulaimy

