



Dates for your Diary

Spring Term 2020

22 nd Jan	Church
5 th Feb	Church
14 th Feb	School closes for half term holidays
24 th Feb	School reopens
26 th Feb	Church - Ash Wednesday
11 th March	Church
1 st April	Church - Easter Service
3 rd April	School closes for Easter holidays
20 th April	School reopens
22 nd April	Church
6 th May	Church
8 th May	May Day
W/c 11 th - May	KS2 SATs*
All of May	KS1 SATs*
20 th May	Church
22 nd May	School closes for half term holidays
8 th June	School reopens
8 th June	Y1 Statutory Phonics Testing*
8 th -26 th June	Y4 Statutory Multiplication Testing*
17 th June	Church
18 th -19 th June	Y4 Camping visit
20 th July	School closes for summer holidays
1 st Sept	School reopens

*Holidays should not be taken during statutory assessments.
Please Note: These dates may be subject to change

Attendance

Well done to our **Year 3 class** who are this week's winners of our High Attendance Trophy. Our class attendance figures for this week are:

Nursery	94.23%	Rec	97.45%
Y1	99.26%	Y2	95.4%
Y3	100%	Y4	96.67%
Y5	92.96%	Y6	96.67%

Unauthorised Holidays

Rec – Y6 a total of 262 sessions, which equates to 131 days have been lost so far this academic year due to unauthorised holidays.

Nursery a total of 76 sessions which equates to 38 days have been lost so far this academic year due to unauthorised holidays.

Admission to Primary School in September 2020

Can we remind parents that the closing date for online applications and return of application forms is Wednesday 15th January 2020. Thursday 16th April 2020 is National Offer Day. If you applied online your child's allocation will be available to view on Hartlepool Borough Councils admissions portal. Allocation letters will be posted second class to parents / guardians who didn't apply on line.

Absences

Can I remind all parents of our school policy for reporting absences. **School should be contacted before 10am on the day** of a child's absence and a detailed reason should be provided. "Not well" or "poorly" is insufficient information as the illness maybe infectious, notifiable or have medical implications for other pupils and staff. **On your child's return to school they will also need a letter detailing the dates and reason for absence.** We will send a reminder if a letter is not received, however if we still **do not receive this within 7 days the absence will be recorded as unauthorised.** Once the absence is recorded it cannot be amended unless of exceptional circumstances. If your child has an appointment we require a copy of the appointment card or letter in order to record the appropriate mark. If this is not produced then it will be recorded as an unauthorised absence in the register.

Can I also remind parents that we do not have holiday request forms and that any requests should be made in writing, addressed to the Chair of the Academy Council. The letter should give full details and reasons for holidays in term time.

Holiday requests/leave of absence should be made at least 4 weeks in advance in order to process it. All holidays are recorded as unauthorised absence.

I wish to inform you also that our Attendance Team monitor pupils' attendance whilst taking part in performances such as pantomimes etc. If your child is reported absent from school during the period of their performance then you may be contacted by the Attendance Team, which could result in your child being unable to continue with their performance.

Childcare Bookings – Parent Pay & Childcare Vouchers

Childcare sessions for "Seaton Crew" are bookable sessions and have advanced cut-off dates for bookings and payments, using ParentPay, to enable the sessions to be planned accordingly. Please note the sessions for the whole of the week have to be booked before the cut-off and we will no longer be able to take any late bookings. The cut-off for breakfast bookings is at Midnight on the Thursday before the following week's breakfast sessions and for after school it is at Midnight on the Sunday prior to the week's sessions. Payment is made at the time of the booking and is non-refundable.

The only exception to this booking system is if your Childcare is already paid directly to school via an online Childcare Voucher scheme. If this is the case you cannot book your sessions yourself online you will need to complete and send in to school an appropriate booking form, copies of which can be found in the main entrance area. The cut-off however for receiving breakfast booking forms is at 3p.m. on the Thursday before the following week's breakfast sessions and for after school is 9a.m. on the Monday beginning the week's sessions. Prior to any holidays however breakfast childcare voucher booking forms must be received by 9a.m. on the last school day before the holiday in order that the sessions can be booked in prior to the school closing for the holiday(s). Any queries please do not hesitate to contact us.