



# Galley Common Infant School NEWSLETTER

Issue 32  
May 2025

## Dream, Believe, Achieve

### STARS OF THE WEEK

The following children were chosen as "Star of the Week"

Class 1 - Harrison + Elethu	Class 2 - Margaret + AJ
Class 3 - Betsy + Daniel	Class 4 - Arthur + Rosie
Class 5 - Peyton + Elsie	Class 6 - Mia + Annabella



### ATTENDANCE

Well done to Class 4 who have achieved 98.67% attendance this week.

Class 1 - 87.04%	Class 2 - 95.11%
Class 3 - 96.28%	Class 4 - 98.67%
Class 5 - 90.8%	Class 6 - 95.24%



**Our DfE target is 96%**

**Whole School Attendance this week is 93.88%**

### School News

**Inset Day** - Reminder that the school won't be open on Monday 2<sup>nd</sup> June as it is an inset day.

**Y2 Conkers Trip** - The Year 2 Conkers trip will be on Monday 16<sup>th</sup> June. If you haven't yet paid, you can pay via ParentMail.

**Pre-Pedal** - The children in Reception had a great time this week learning how to pedal. They did very well. Thank you for bringing the children in their PE Kits.

**Underwear** - We are asking for donations of children's underwear which is good condition for our spare clothing collection. Please bring any donations into the school office. Thank you.

### Reading Raffle Winners

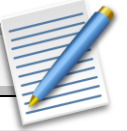
Class 1: Zuzanna	Class 2: Inayah
Class 3: Henry	Class 4: Eva
Class 5: Denzel	Class 6: Alper



Well Done!



### DIARY DATES



June	
Mon 2 <sup>nd</sup>	Inset Day (children not in school)
Wed 4 <sup>th</sup>	Rev Vision Screening
Thurs 5 <sup>th</sup>	Coffee Morning - RISE Open Discussion About Transition
Fri 6 <sup>th</sup>	I.T Afternoon
Mon 9 <sup>th</sup>	Father's Day Picnic Class 5 11:30 - 12:15 Father's Day Picnic Class 6 12:30 - 1:15
Tues 10 <sup>th</sup>	Father's Day Picnic Class 3 11:30 - 12:15 Father's Day Picnic Class 4 12:30 - 1:15
Wed 11 <sup>th</sup>	Father's Day Picnic Class 1 11:30 - 12:15 Father's Day Picnic Class 2 12:30 - 1:15 New Reception Parent Evening - 6pm
Mon 16 <sup>th</sup>	Y2 Trip to Conkers
Wed 18 <sup>th</sup>	YR Kingsbury Trip
Thurs 19 <sup>th</sup>	Transition Meeting Year 1 - 5 - 5:45pm Transition Meeting Year 2 - 5:45 - 6:30pm
Sat 21 <sup>st</sup>	Rose Queen Ceremony - 1:45pm
Wed 25 <sup>th</sup>	Reception Wedding Morning
Thurs 26 <sup>th</sup>	Science Workshop - 1:30pm
Fri 27 <sup>th</sup>	Film Night - 3:15 - 4:30pm
July	
Wed 2 <sup>nd</sup>	Induction Day
Fri 4 <sup>th</sup>	Sausage Sizzle - 4:30 - 6:30pm
Mon 7 <sup>th</sup>	School Sports Day
Tue 8 <sup>th</sup>	Optional Parent Interviews - 3:30pm
Wed 9 <sup>th</sup>	Class 5 Show - 5:30pm
Thurs 10 <sup>th</sup>	Class 6 Show - 5:30pm
Mon 14 <sup>th</sup>	OAP Assembly - 10am
Wed 16 <sup>th</sup>	Helpers Assembly - 9:15am Leavers Surprise - 3:15-5pm
Fri 18 <sup>th</sup>	Last Day of Term

### Teacher Training Dates:

2/6/2025

21/7/25

[Warwickshire School Term Dates 24/25](#)

[Warickshire School Term Dates 25/26](#)

**Have a fantastic Half-Term and stay safe!**



**School will open on June 3rd!**



**Online Safety** - please see the link below for a guide to the meaning of some of the Emojis used by many young people.  
[https://www.kidsonlineworld.com/uploads/1/2/3/1/123169829/emojis\\_explained.pdf](https://www.kidsonlineworld.com/uploads/1/2/3/1/123169829/emojis_explained.pdf)

**Grapes** - can we please ask if you are including grapes in your child's packed lunch that they are cut up lengthways. Thank you.

If you have any clothing items you would like to donate for our upcoming second-hand uniform sale, please bring them to the school office. Thank you.

**Vacancy** - we are currently advertising for a SEN Teaching Assistant to start in September 2025. If you or anyone you know may be interested, please see the link below:  
[SEN Teaching Assistant Vacancy](#)

**Spaces for September** - We are welcoming applications! If your child is due to start their school journey in September 2025, please visit this link:

<https://www.warwickshire.gov.uk/admissions>

**Sun Safe** - At last! the finer weather has arrived. Could we please ask that on sunny days, your child has sun cream applied **before** they come to school. If your child needs to have sun cream applied during the day, please send it to school with **their name** clearly marked on it. It can then remain in the classroom for when they need it.

Please ensure that your child has a water bottle in school, and during hot weather, they bring a sun hat that has their name clearly marked inside. If children need to wear sunglasses, could you please make sure that they have **plastic lenses and frames**.

**Summer Uniform** - During the summer term, boys are able to wear grey shorts, and girls can wear a blue and white checked summer dress. Black or white sandals can be worn, but children must wear socks with them. Thank you.



**Lateness** - Could we please remind parents that school begins at the following times:

**8.40am** for Reception children and **8.45am** for children in KS1.

Please be on time.

The school gates will be locked at 8.50am. If your child arrives at school after this time, please go to the school office. You will then be asked to complete a late log form.

Children who are consistently late will be contacted by Mrs Salmon, our Learning Mentor to see if there is any way that we can support you and your child in getting to school on time. Thank you for your support.

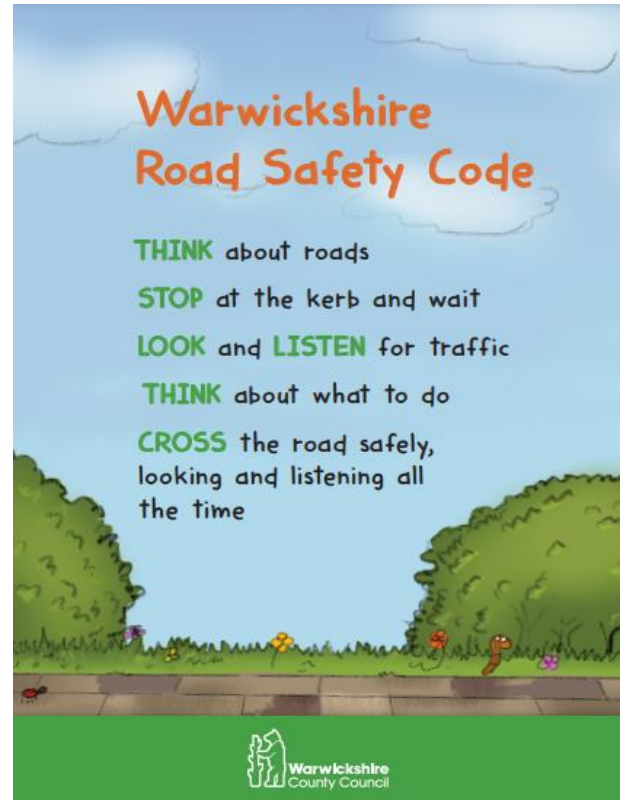


Our school has once again signed up to the Safe and Active Schools Programme 2024-2025. As part of the programme all children will be receiving age-appropriate road safety sessions, and we will also be participating in and promoting active travel. We recognise how important messaging is for our children. Your children copy your actions, and your behaviour serves as a powerful role model. We would like to ask all our families to model the safest behaviours near the road for children to copy and make good choices around travelling actively on the school run.

We will be sharing messages and ideas from the Safe and Active Schools team and further information about the children's road safety learning in school throughout the year.

For further information about road safety and active travel you can follow or contact the road safety education team.

X (previously Twitter) - @WCCSafe\_Active  
Facebook - @WCCSafeActiveTravel  
Email - [roadsafetyeducation@warwickshire.gov.uk](mailto:roadsafetyeducation@warwickshire.gov.uk)



### Junior Road Safety Officers:

Class 3 - Daniel      Class 4 - Jesse  
Class 5 - Teddy      Class 6 - Millie

### *Our School Rules*

1. Listen Carefully
2. Take Care
3. Try your best



## School Uniform

At Galley Common Infant School, we take pride in our school uniform.

Below are just a few reminders about our school uniform expectations.

**Ankle boots** should not be worn. The correct school uniform requirement is that children should wear sensible **black shoes**.

**Jewellery** other than stud earrings is not allowed. Children who do wear stud earrings must tape these up or remove them on PE days.

**Nail polish** should not be worn by children at school. Could you please ensure that all nail polish is removed before coming to school.

**Tattoos** - Please ensure tattoos are removed for school.

**Toys in School** - Please do not allow your child to bring in any toys to school, unless permission has been given by a member of staff.

On PE days children should wear a black tracksuit and yellow PE shirt during the winter months and in the summer months blue shorts and a yellow shirt should be worn.

We do hope that you will support us by ensuring that your child continues to wear the appropriate school uniform. Thank you.

**ILLNESS** - please visit the link below for advice and guidance when deciding if your child is too unwell for school.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is ill and not able to come to school, please telephone the school office by 10.00am to give a reason for their absence. If we do not hear from you by 10.00am, Miss Doherty will be ringing you to find out why your child is absent.

If your child is sick or has had diarrhoea, they should **NOT** come back into school, until they have been clear for **48 hours**.

Please **send a note** with your child when they return to school, explaining their absence. Thank you.

## SAFEGUARDING



**"The safety of the child is the first and paramount consideration"**

**Child protection concerns** - If you have any child protection concerns, or wish to raise any issues, please feel free to call into school and speak to Mrs Middleton, Mrs Newman, or Mrs Salmon. You can also email [safeguarding2107@welearn365.com](mailto:safeguarding2107@welearn365.com) You can also speak to a member of the Social Care Emergency Duty Team on 01926 886922.



**Packed Lunches** - Could we please remind parents that we are a **NUT FREE** school. Please do not send children to school with anything containing nuts. Thank you.

### **The Highway Code / School Keep Clear Signs / Zig-Zags/ Double Yellow Lines:**

Warwickshire Road Safety Partnership would like to remind parents of The Highway Code. The Highway Code states: "You **MUST NOT** wait or park, or stop to set down and pick up passengers, on school entrance markings." (Highway Code rule 238, Road Traffic Regulation Act 1984.)

School Keep Clear markings mean no stopping during the time and days specified on adjacent or nearby signs. The markings help prevent vehicles from parking near or in front of school entrances, to ensure safe access for children and parents.

**Please park safely, legally and considerately and away from the school gates.**

Tel: 02476 392219

# Weekly Menu

edu caterers' **A FOOD STORY**

A vegan meal is available on request on days when (vg) is not shown on a children's list menu.  
All our fish is natural whole fish and although great care has been taken to remove all bones, some may remain.

## Week one

Warwickshire, Coventry: 0505, 0206, 2306, 1407, 0605, 2906, 2010  
Oxfordshire: 0505, 0206, 2306, 1407, 0605, 2905, 2010

### MONDAY

Choose a main meal...  
(v) Melling Pork Meatball Pasta Bake with Cheese served with Crusty Bread (G,D)  
(v/v) Vegetable Enchilada (Wise filled with vegetables, sprinkled with cheese), served with Herby Diced Potatoes (G,D)  
For dessert...  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### TUESDAY

Choose a main meal...  
(h) Chicken Curry (mildly spicy) served with Rice (D)  
(v) Cheese and Tomato Pizza Wedge served with Potato Wedges (G,D)  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### WEDNESDAY

Choose a main meal... **WEDNESDAY ROAST**  
British Roast Beef, with Traditional Yorkshire Pudding and Gravy (D,E,G)  
(vg) Classic Quorn Roast in Gravy with (v) Yorkshire Pudding (D,E,G)  
Crispy Roast Potatoes  
For dessert...  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### THURSDAY

Choose a main meal...  
(vg) Crispy Quorn Dippers in a Wrap with Tomato Salsa served with Crispy Diced Potatoes (G)  
(v/v) Cheese and Potato Pasty served with Crispy Diced Potatoes (G,D,E)  
Jacket Potato - (V) Cheese (D), or (vg) Baked Beans  
Fresh Fruit

### FRIDAY

Choose a main meal... **FISHY FRIDAY**  
(misc) Battered Fish Fillet (G,F) served with Chipped Potatoes  
(v/v) Texan Sausage & Bean Bake (with baked beans) served with Garlic bread Roll (G,D)  
For dessert...  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

## Week two

Warwickshire, Coventry: 1205, 0906, 3006, 1509, 0610  
Oxfordshire: 2104, 1205, 0906, 3006, 2107, 1509, 0610

### MONDAY

Choose a main meal...  
(h) Moroccan Chicken Pasta (mildly spicy) served with Freshly Baked Mashed Walnut Baguette (G)  
(vg) Breaded Golden Vegetable Fingers served with Crispy Diced Potatoes (G)  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### TUESDAY

Choose a main meal...  
(v/v) Rustic Pizza Wedge served with Crispy Diced Potatoes (G,D,SB)  
(v/v) Roasted Vegetable Fritata (mildly spicy) served with Crispy Diced Potatoes (D,E)  
Jacket Potato - (V) Cheese (D), or (vg) Baked Beans  
Fresh Fruit

### WEDNESDAY

Choose a main meal... **WEDNESDAY ROAST**  
British Roast Chicken Fillet, Sage and Onion Stuffing and Gravy (G)  
(vg) Classic Quorn Roast in Gravy with Sage and Onion Stuffing (G)  
Crispy Roast Potatoes  
For dessert...  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### THURSDAY

Choose a main meal...  
British Pork Sausages served with Mashed Potatoes (G,SU,SB,D)  
(V) Sweet 'n' Sour Quorn served with Rice (E)  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### FRIDAY

Choose a main meal... **FISHY FRIDAY**  
(misc) Salmon Fish Cake served with Chipped Potatoes (G,F)  
(vg) Plant power Burger in a Bun served with Chipped Potatoes (G)  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

## Week three

Warwickshire, Coventry: 2804, 1505, 1606, 0707, 0109, 2309, 1310  
Oxfordshire: 2804, 1505, 1606, 0707, 0109, 2309, 1310

### MONDAY

Choose a main meal...  
(v) Cheese and Tomato Pizza Wedge served with Seasoned Potato Wedges (G,D)  
(v/v) Quorn and Bean Tostada (Toasted tortilla topped with Quorn Pieces and Kidney Beans) served with Seasoned Potato Wedges (G)  
Jacket Potato - (V) Cheese (D), or (vg) Baked Beans  
Fresh Fruit

### TUESDAY

Choose a main meal...  
(h) British Beef Bolognese served with Garlic Bread (G) cheese (D)  
(vg) Plant power Holding served with Herby Diced Potatoes (G)  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### WEDNESDAY

Choose a main meal... **WEDNESDAY ROAST**  
British Roast Pork Slice, Apple Sauce and Gravy  
(vg) Classic Quorn Roast with Gravy (G)  
Crispy Roast Potatoes  
For dessert...  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### THURSDAY

Choose a main meal...  
Beef Burger in a Bun served with Crispy Diced Potatoes (G,SB,SU)  
(vg/v) Chunky Vegetable Curry served with Rice  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

### FRIDAY

Choose a main meal... **FISHY FRIDAY**  
(misc) Fish Fillet Fingers (G,F) served with Chipped Potatoes  
(v/v) Tomato Pasta Bake served with Peas or Baked Beans  
Freshly Baked Mashed Wheat Baguette (G,D)  
For dessert...  
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans  
Fresh Fruit

**Allergies**  
Please contact your school cook for information regarding the content of dishes and products on our menu.

**ALLERGEN KEY** G = Gluten / Wheat V = Vegetarian S = Soybean E = Egg

F = Fat D = Dairy M = Milk N = Nuts SB = Soya Beans SU = Sugar

Full Cardiac or Fruity Water from the Hydration Station. (V) Semi Skimmed Milk & (vg) Homemade Fresh Bread are also offered daily.

Preparing for you child's first year of school?

## Complete Their School Readiness Health Questionnaire Today!

Starting school is an exciting milestone, and there's plenty to prepare for. Make sure to fill out your child's School Readiness Health Questionnaire to ensure they get the support they need for a healthy start to education.

COMPLETE ONLINE TODAY

### What is the questionnaire for?

If your child is due to start at a Warwickshire school this year, you should complete the School Readiness Health Questionnaire online before they start. It helps identify if your child has any health and wellbeing needs that they may need support with in order to reach their full potential as they enter education. It also helps us to tailor the health education their school will receive for the next academic year.



### Who will read my answers?

Once you complete the questionnaire, it will be securely shared with Connect for Health, your local school nursing service, which takes over from Health Visiting when your child starts school. Your responses are kept confidential and stored securely. Based on your answers, you will receive tailored advice, guidance, and the option to connect with the team for additional health support.



SCAN ME



### Learn more and get started!

To find out more and start your questionnaire, visit [www.compass-uk.org/services/c4h/sr-hq/](http://www.compass-uk.org/services/c4h/sr-hq/) or scan the QR code.

Call us: 03300 245 204

Email: [connectforhealth@compass-uk.org](mailto:connectforhealth@compass-uk.org)

All Sessions are FREE



## Half-term Bikeability

**Bikeability Level 1**  
Course running:  
Tuesday 27<sup>th</sup> May 2025

10 am - 3pm

Open to Years 3, 4, 5 & 6

Cycles can be provided

Level 1 takes place in an off road environment and teaches riders how to control and master their bikes



Scan here to book a FREE place

Places are Limited

For more information please email  
Scott@nwactive.org.uk or Call Rory on 07471 896070

Hosted at:  
The Pingles Leisure Centre CV11 4LX

Please note: Children must be able to ride Independently without stabilisers

All sessions are FREE



## Half-term Bikeability

**Bikeability Level 2**  
Course Running:  
Wednesday 28<sup>th</sup> & Thursday 29<sup>th</sup> May

9.30am-3pm each day

School Year 5 and above

Cycles can be provided

Level 2 gives participants on-road experience in residential traffic to help them prepare to make short journeys by bicycle



Scan here to book a FREE place

URL: <https://consent.bikeability.org.uk/too-title-enter>

For more information please email Scott@nwactive.org.uk or Call Rory on 07471 896070

Hosted at: The Pingles Leisure Centre CV11 4LX

Places are limited



everyone ACTIVE

Please wear sports clothing suitable for the weather conditions

## #SMASH25 AGES 5-13

SUPER MULTI ACTIVITY SPORTS HOLIDAYS!

£18 Per Day

9:30AM TO 3:30PM

27th to 30th May

Bring Packed Lunch

- FOOTBALL
- ATHLETICS
- DANCE
- CRICKET
- GOLF
- RUGBY
- TENNIS
- ARCHERY
- NETBALL
- YOGA
- AND MUCH MORE...

FREE FRUIT ALL DAY

FULLY QUALIFIED DBS CHECKED COACHES

The Jubilee Sports Centre, Greenmoor Rd, Nuneaton CV10 7EZ

For further information and booking details please contact Rory on 07471 896 070 or SCAN THE QR CODE



Find us on Facebook & Twitter  

# GIRLS WANTED FOR 2025/26 SEASON

**WE ARE LOOKING FOR  
GIRLS CURRENTLY IN  
YEAR 4,5 AND 8 TO JOIN  
OUR BRAND NEW TEAMS!**



## **BENEFITS OF JOINING OUR ACADEMY**

- ⚽ **FUN AND WELCOMING ENVIRONMENT**
- ⚽ **HIGH QUALITY COACHING**
- ⚽ **4G TRAINING FACILITY**
- ⚽ **FREE HIGH QUALITY KIT**
- ⚽ **MAKE NEW FRIENDS**
- ⚽ **DIRECT LINKS TO PROFESSIONAL ACADEMIES**



**07736540400**

[www.vision-football-academy.com](http://www.vision-football-academy.com)

[info@vision-football-academy.com](mailto:info@vision-football-academy.com)





Mental Health in Schools Team  
**Tips For Wellness**



## Supporting your Child at School

Young people can feel anxious about school for lots of different reasons. They might be worried about making friends or fitting in, find schoolwork or lessons confusing, feel pressured to learn in a certain way or find their relationships with teachers difficult. Sometimes, going through difficult experiences outside of school – such as a death or an illness in the family can also make it harder for a child to feel settled at school.

For some young people, the school environment can feel really difficult, and trying to fit into it can create a huge amount of stress. This might be the case if they are struggling with their mental health or have a neurodiverse condition such as autism or ADHD. This can make the school environment anxiety-provoking and exhausting, especially if their condition or need is undiagnosed or they are not currently accessing the support/ strategies they need.

### Our Top Tips For Supporting your Child at School:

**Create a morning routine or timetable.** A routine can create a sense of security and reduce stress for your child and for you too. Try to prepare things like packing bags and laying out clothes the night before.

**Think together about how your child can manage their anxiety.** Younger children might like to use a [worry box](#) at home to help contain their anxieties. Teenagers might like to fill a box with things that help them feel calm using our [guide to making a self-soothe box](#). Scan the QR codes below to find instructions:

Worry Box:



Self-Sooth Box:



**Encourage them to do things that help them relax.** Having time to unwind after school can be important. This could be spending time with friends and family, listening to music, going for a walk or run, playing sport, baking, drawing or watching a favourite film.

**Recognise small achievements.** Notice small successes such as getting out of bed at the right time or handing work in at school – and tell your child how proud you are of them.

**Try to take the pressure off.** On some days your child may not be able to manage schoolwork or homework. Remember their mood will go up and down and you can always try again the next day.

In Coventry and Warwickshire, for any urgent mental health concerns, contact the RISE Crisis Helpline available 24/7, by calling NHS 111. Alternatively, call 999 or visit A&E in an emergency, for example if medical attention is required.



MHST are available to support you and your school throughout the school year including term time and school holidays.

Please contact your school's Mental Health Lead for information and advice.



Connection changes behaviour  
 more than correction ever will



Dysregulation is like a traffic jam in the brain - nothing, not even reason or rewards, can get through until the roads are cleared.





## uesday 20 May 2025

This week's Family Information Service newsletter includes information about:

- Carers Trust Carers Week event
- Applying for 30 hours of childcare
- Young Rider event

and much more!

The Family Information Service (FIS) supports families across Warwickshire with information and signposting. You can get in touch with the team by emailing [fis@warwickshire.gov.uk](mailto:fis@warwickshire.gov.uk), calling [0800 408 1558](tel:08004081558) or finding support at [www.warwickshire.gov.uk/childrenandfamilies](http://www.warwickshire.gov.uk/childrenandfamilies).



## Free School Meals

Schools should provide meal options for all children attending school. Meals are available free of charge to:

- All infant pupils (reception, year 1 and year 2) - known as universal FSM
- Pupils who meet the free school meals [eligibility criteria](#) - known as benefits - related FSM

If your child is in reception, year 1 or year 2, they will automatically be entitled to universal infant free school meals. However, if you do meet the benefits - related free school meals eligibility criteria, then it is advised you apply to receive additional benefits:

- [Holiday activities and food \(HAF\)](#) programme is for children aged 4 to 16, in reception to year 11, in receipt of benefits-related free school meals. HAF offers eligible pupil's access to activities and at least one healthy meal is provided during each session. The activities take place during the Easter, summer, and Christmas school holidays.
- [Pupil premium](#) is extra funding paid directly to schools for each pupil who is eligible for free school meals. It can help to fund valuable teaching and learning support to improve pupil's education.

You can apply for benefits-related FSM at any time online by clicking the following link:

<https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>

If you have any questions or need support with applying, please contact the team by emailing [freemeals@warwickshire.gov.uk](mailto:freemeals@warwickshire.gov.uk) or calling 01926 359189.



## Car Parking

This is a polite request to ask all parents who need to drive to school to remember to park considerately and safely at school drop off and collection. Please park with care and help make the area near and around our school a safer place for our children. Parking away from school will also help keep congestion to a minimum and maintain a good relationship with our neighbours.

There is car park available opposite the school site, and the Community Church.

We all want to help keep our children safe - please take some time to read and remember Warwickshire County Councils road safety code for parents:

- Park away from school gates
- Always hold hands with young children
- Remember - your child will copy you
- Every road means STOP LOOK LISTEN
- Never get children out of a car roadside
- Think safer places to cross the road
- Secure your child's car seat correctly

Let's all work together to keep all our children safe outside school.

## **LEAVE OF ABSENCE DURING TERM TIME** **UPDATED INFORMATION FOR PARENTS**

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent i.e. the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

· Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

o First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

o Second Leave of Absence offence within a 3-year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

· Payment plans will not be offered and/or payments received outside of the 28-day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.

· Third Leave of Absence offence within a 3-year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that Galley Common Infant School keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

- Pupil's full legal name (and if appropriate, their preferred name).
- The name, address and contact details of every person known to the school/academy who is a parent\* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).
- The name, address and contact details of any additional parent\*.
- Any other emergency contact details.

In order to gather this information, every year we send out data collection forms. Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

Galley Common Infant School requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

N.B. \*The Education Act 1996 defines a 'parent' as a) any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural parent, has care of a child or young person.

## GOVERNORS

**Please meet our Governors** – If you need to contact the Chair of Governors, Mr John Price, please contact the school office on 02476 392219 or [admin2107@welearn365.com](mailto:admin2107@welearn365.com)



Mr J Price - Chair of Governors  
Mrs K Middleton - Head Teacher  
Mrs Shilton - Staff Governor  
Vacancy - Co-opted Governor  
Mr J Parr - Co-opted Governor  
Ms E Garner - Co-opted Governor  
Mr C Joyce - Parent Governor  
Vacancy - Co-opted Governor