



Galley Common Infant School NEWSLETTER

Issue 38
July 2025

Dream, Believe, Achieve

STARS OF THE WEEK

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

Class 3 - Jacob + Ailbe Class 4 - Eelan + Sailor
Class 5 - Riley + Gracie Class 6 - Carter + Isla-Rose



ATTENDANCE

Well done to Class 4 who have achieved 99.11% attendance this week.

Class 1 - 97.1% Class 2 - 91.78%
Class 3 - 94.63% Class 4 - 99.11%
Class 5 - 91.39% Class 6 - 97.22%



Our DfE target is 96%
Whole School Attendance this week 95.18%

School News

Sausage Sizzle - Thank you to everyone that came along to our 'Sausage Sizzle' on Friday. The FOGC raised a fantastic amount of **£1682.30**.



Thank you to everyone involved in organising and helping at the event, and to our parents and children for your support.

Sports Day - We hope you all enjoyed a fun-filled sports day. Our winners are listed on the page below.

Year 2 Awards

Jerams All-round effort and Behaviour - Lottie and Freddie

Whitehead Sport Award - Beau and Noah J

Dawson Art Award - Lucy and Niamh

Brook Music Award - Florence and Denzel

Middleton Reading Award - Joseph and Elsie



DIARY DATES



July	
Mon 14 th	OAP Assembly - 10am
Wed 16 th	Helpers Assembly 9:15am Leavers Photo 3:15pm-5pm
Fri 18 th	Last Day of Term
September	
Mon 1 st	Inset Day
Tues 2 nd	Inset Day
Wed 3 rd	Children Return to School
Wed 17 th	Reading/Phonics meeting for Reception Parents - 9am
Thurs 18 th	RISE - Coffee Morning 8:45am - 9:30am
Mon 29 th	Maths Workshop for Parents: 9am

Teacher Training Dates:
21/7/25

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

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

School Reports - Thank you to the parents that have returned the comments page from their child's report.

Please try to take time to respond to your child's report. Your comments are all read and added to your child's records for future reference. If you are pleased with the teaching your child has received this year this is an ideal opportunity to say so! If you have concerns or other comments we will respond to them. Thank you.

Year 2 Show - We hope you enjoyed the class 5 and class 6 show! The children looked fantastic in their costumes and all performed very well.

Awards were presented to the Year 2 children. Please see below for our winners and photos on our website:

<https://www.galleycommoninfschool.co.uk/gallery/?pid=41&qcatid=7&albumid=78>

Thank you to all the staff for their support with the show.

Year 1 St John's Trip - The Year 1 children had a fantastic time on the St John's House trip. Thank you to those that helped out.

Photo Frames - A reminder that **TODAY** is the final day to purchase your child's photo frame. You can pay via ParentMail.

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

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.

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>

Clubs - All clubs are finished now

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.

Sports Day Winners 2025

Class 1	1 st	2 nd	3 rd
Egg and spoon/running	Harrison	Kylan	Maesy
Jumping	Entorra	Ava	Maya
Javelin	Haja	Olivia	Aria

Class 2	1 st	2 nd	3 rd
Egg and spoon/running	Harvey	Luke	Matilda
Jumping	Leeniah	Jacob	Orla
Javelin	Odin	Elisia	Ezra

Class 3	1 st	2 nd	3 rd
Egg and spoon/running	Ronnie	Kaden	Esra
Jumping	Kaden	Henry	Ava/Yunus
Javelin	George	Yunus	Ronnie

Class 4	1 st	2 nd	3 rd
Egg and spoon/running	Jude	Olly/Tommy	Josh
Jumping	Ariya	Jude	Arthur
Javelin	Olly	Ariya	Jude

Class 5	1 st	2 nd	3 rd
Egg and spoon/running	Harley	Denzel	Harrison
Jumping	Teddy	Jackson	Harley
Javelin	Jaxon	Aubree	Denzel

Class 6	1 st	2 nd	3 rd
Egg and spoon/running	Lani	Noah J	Abraham
Jumping	Abraham	Freddie	Annabelle
Javelin	Abraham	Carter	Freddie

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



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 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



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

Week one

Warwickshire, Coventry: 05/05, 02/06, 23/06, 14/07, 06/09, 29/09, 20/10
Oxfordshire: 05/05, 02/06, 23/06, 14/07, 06/09, 29/09, 20/10

MONDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) 'School Favourite' Sprinkles Sponge Cake (G,E)
(V) Yoghurt (D,SB)
Fresh Fruit

Choose a main meal...
Mellling Pork Meatball Pasta Bake with Cheese served with Crusty Bread (G,D)
(V)(H) Vegetable Enchilada (Wrap filled with vegetables, sprinkled with cheese) served with Herby Diced Potatoes (G,D)
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans

TUESDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Chocolate Cracknel (G)
(V) Yoghurt (D,SB)
Fresh Fruit

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

WEDNESDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Raspberry & Apple Sponge (D,G,E)
(V) Yoghurt (D,SB)
Fresh Fruit

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
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans

THURSDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Melting Moment Biscuit (G,SU)
(V) Yoghurt (D,SB)
Fresh Fruit

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

FRIDAY

On the side...
Fresh Salad Bar
Peas or Baked Beans

For dessert...
(vg) Jelly with Fruit
(V) Yoghurt (D,SB)
Fresh Fruit

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

Week two

Warwickshire, Coventry: 12/05, 09/06, 30/06, 15/09, 06/10
Oxfordshire: 21/04, 12/05, 09/06, 30/06, 21/07, 15/09, 06/10

MONDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(vg)(H) Flagjack (G)
(V) Yoghurt (D,SB)
Fresh Fruit

Choose a main meal...
(H) Moroccan Chicken Pasta (mildly spicy) served with Freshly Baked Mashed Wheat 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

TUESDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(vg)(H) Shortbread (G)
(V) Yoghurt (D,SB)
Fresh Fruit

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

WEDNESDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V) Ice Cream (D)
(V) Yoghurt (D,SB)
Fresh Fruit

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
Jacket Potato - (V) Cheese (D), Tuna (F,E) or (vg) Baked Beans

THURSDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Peach Melba Sponge (G,E)
(V) Yoghurt (D,SB)
Fresh Fruit

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

FRIDAY

On the side...
Fresh Salad Bar
Peas or Baked Beans

For dessert...
(vg) Jelly with Fruit
(V) Yoghurt (D,SB)
Fresh Fruit

Choose a main meal... **FRIAY 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

Week three

Warwickshire, Coventry: 28/04, 19/05, 16/06, 07/07, 01/09, 22/09, 13/10
Oxfordshire: 28/04, 19/05, 16/06, 07/07, 01/09, 22/09, 13/10

MONDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Chunch Cookie (G)
(V) Yoghurt (D,SB)
Fresh Fruit

Choose a main meal...
(V) Cheese and Tomato Pizza Wedge served with Seasoned Potato Wedges (G,D)
(vg)(H) Quorn and Bean Tostada (Toasted Tortilla topped with Quorn Pieces and Kidney Beans mildly spicy) served with Seasoned Potato Wedges (G)
Jacket Potato - (V) Cheese (D), or (vg) Baked Beans

TUESDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Lemon / Orange Drizzle Cake (G,E)
(V) Yoghurt (D,SB)
Fresh Fruit

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

WEDNESDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V) Strawberry Whip with Fruit (D)
(V) Yoghurt (D,SB)
Fresh Fruit

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

THURSDAY

On the side...
Fresh Salad Bar
Vegetables of the Day

For dessert...
(V)(H) Chocolate Frosted Sponge (G,E,D)
(V) Yoghurt (D,SB)
Fresh Fruit

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

FRIDAY

On the side...
Fresh Salad Bar
Peas or Baked Beans

For dessert...
(V) Ice Cream (D)
(V) Yoghurt (D,SB)
Fresh Fruit

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

ALLERGEN KEY
F = Fish
M = Milk
SU = Sulphites
SB = Soya
C = Cereal / Wheat
G = Gluten
V = Vegetarian
H = Halal
N = None



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

A huge congratulations to everyone at Galley Common Infant School!



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/ or scan the QR code.

Call us: 03300 245 204

Email: connectforhealth@compass-uk.org



SUMMER HOLIDAY FOOTBALL & MULTI-SPORTS CLUB

WEDDINGTON PRIMARY SCHOOL,
NUNEATON

Ages 5-13 years

- Week 1: 22 – 25 July
- Week 2: 28 July – 1 Aug
- Week 3: 4 – 8 Aug
- Week 4: 11 – 15 Aug
- Week 5: 18 – 22 Aug
- Week 6: 26 – 29 Aug



**Funded HAF
spaces
available**

HAF

To book your place or find out more,
email info@vision-football-academy.com

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

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.





Tuesday 8 July 2025

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

- School readiness health questionnaire
- Uniform Swap Shop
- Helping young people to stay fire safe

and much more!

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 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 ie 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



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

