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Head teacher: Ms E Davies

05 September 2025

Welcome back!!

Dear Parents and Carers,

I would like to take this opportunity to welcome you all back to the school. I trust you have had a lovely summer with your family. It has been wonderful to see so many happy and excited faces as the children enjoy settling into their new classes. The children are looking very smart in their uniforms.

It is wonderful to see Mrs Kiranel, Year 3 teacher, return from her maternity leave and Mrs Barn, Nursery Nurse, returning from her time away.

What are the children learning this year?

You should have already received the 'Big Picture' from your child's class teacher. For further information please go to our website. Not only will you be able to view the long term plans you will also be able to watch a video put together by the teachers in the year group. Year group videos will be uploaded next week. We could encourage parents and carers to continue to support your child at home with their homework and reading. Reading is a fundamental skill for children to learn and practice and will open a world of information for children and adults alike.

If you discover any school reading books lying around at home please could we ask that your child returns them to school to ensure we have enough books in school for all children.

Dates for your diary

Mayespark strives to provide a wealth of engaging learning experiences which include educational visits and visitors to the school. Dates for these events will be shared by the class teachers and in the whole school newsletters. Please find below some key events that impact on the whole school community.

20th & 21st October – parents' evenings
13th – 18th November – book fair
9th & 10th Feb – parents' evenings
14th November - Individual photographs
25th Feb – 2nd March – book fair
5th March – World Book Day
23rd March – class photographs
15th June – Year 3-6 sports day (am)
15th June – Year N,1,2 sports day (pm)
19th June – Year N, R, Arch sports day (am)
7th July – parents' evening

Term dates and INSET days can be found on the school's website.

School uniform

Children are expected to come to school in the correct school uniform. The school is very fortunate to have plenty of preloved uniform that parents are welcome to have for a small donation. Please come to the school office if your child has grown out of their uniform and you need more.

I hope you have already seen the letter about children wearing their PE kits to school, on the days when they have PE. Your child's teacher will write the days in their reading record for your reference.



Key messages from the attendance team

The attendance of pupils at Mayespark by the end of last year was 93.32% which is below the national average (94.5%). Although it was fantastic to see so many children getting their attendance medals last year and we really hope that more children will receive a medal this year. Good attendance contributes to our children achieving well in their learning. We would like to take this opportunity to thank you for your continued support for your child's education and hope as a school we can support all families to enable children come to school and achieve their best.

Absence

If your child is absent from school you must phone the school by 9am on the day of each absence. Press 2 to speak to the attendance officer and if not answered, leave a message clearly stating your child's name, class and explain the symptoms of your child's illness. If your child is absent for **3 days** or more, you must provide medical evidence. This can be a GP appointment card, prescribed medication or a hospital discharge letter. If no explanation is received by the school then the absence is unauthorised. This is noted on the child's report and all absences are reported to the Department for Education annually. If your child's attendance falls below 93% you will be notified in writing by the school's attendance officer.

Medical appointments

Medical or dental appointments made for your child should be outside of school hours or in the holidays. In the case of an emergency appointment, a letter or appointment card from the medical practitioner will need to be seen by the office staff to support your request. A full day's absence for a medical appointment is usually unnecessary. If your appointment is unavoidably during the day, your child should attend school during the morning/afternoon and be collected in time to go to the appointment. Your child must return to school after their appointment if fit to do so. Authorisation for a child to be taken out of school for a medical appointment needs to be granted by a member of the senior leadership team and not the class teacher or office staff. Parents would need to seek alternative childcare for siblings who are not attending the appointment.

Punctuality

Doors open at 8.40am and by 8.45am the registers are taken. If your child arrives after 8.45am, the doors are closed and you will need to take your child to the office. Your child will receive a late mark and several late marks may incur a penalty fine. Being late to school can have a considerable impact over the whole school year. When your child is late for school they are missing out on vital parts of their education.

Term Time Leave

Term time holidays are not permitted and as such you will be in breach of the law. This breach will result in consequences such as a penalty notice fine. Requests for term time leave need to be in writing. A request form can be obtained from the school office. Only very exceptional circumstances will be considered. If your child is absent before or after a school holiday, we must see evidence for the absence. This may be medical evidence if your child is unwell, or evidence of flight delays or circumstances beyond your control. We cannot authorise any absence before or after a school holiday without evidence and you risk being issued with a penalty notice. Please note that the Department for Education expect all students to achieve at least 96% attendance. Taking holidays during term time can leave children feeling vulnerable and result in them achieving less than their potential. It is every parent's statutory duty to ensure their child attends school. Failure to do so can result in further action being considered against you under the Education Act (1996).

Mayespark is a wonderful school community; so as we pull together, support one another we can achieve the best for our children.

Warm regards,



Ms Davies
Headteacher



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EDUCATION PARTNER

