

## Newsletter 12<sup>th</sup> May 2023

### A message from The Headteacher



I wanted to use this opportunity to inform you that we are reviewing our absence request procedures. This relates to absence from school during term time. Whilst we review procedures and update our policies, I would like to inform you of some initial and immediate changes to our process.

**Absence request forms** – there are now 2 different versions of the absence request form. 1 relates to holiday requests and the other relates to other absences e.g. private therapy appointments or other exceptional leave. These are attached to the email with this newsletter. You can also ask for electronic or paper copies to be sent home through the admin team.

**Requesting further information** – it is likely that you will be requested to provide further information once the forms are submitted. As part of our safeguarding responsibilities, we are required to know where children are during school hours. Please ensure that we are informed of any private therapy or treatments you are undertaking with your child. We have had multiple incidents over recent years where families have been misinformed by external agencies about treatments and therapies, this can put children at great risk. We are not suggesting that all private therapies are inappropriate or put children at risk, it is a case of ensuring that everything that is accessed is appropriate and safe. If you have any queries about this, access something currently or you are considering doing so, please let us know if you would like to discuss this or seek advice from school or the therapy team. We are here to help.

We ask that your request forms are received at least 2 weeks before the date of leave (we understand there are some instances when this is not possible). Please be mindful that we may require additional information to decide to authorise the absence or not. Your child's current attendance will be taken into consideration and the reasons for any other absence. If children miss any specific aspects of their provision, we cannot guarantee this will be 'caught up', this will be detailed further in our revised policy. If you are taking your child out of school during the school day and either collecting early or dropping to school late, please be mindful that staff may not be available immediately to collect from reception. In the case of pre-agreed leave for appointments we will look to agree a time in advance. This is to ensure we are not impacting the provision of other children and also that we have the time to settle your child into school on arrival.

**Appointments** – if your child has a medical appointment, please either write it in the home school diary or contact the admin team. Please let us know times and whether lunch is required. If lunch is required then children will need to arrive back to school by 12pm, we cannot keep food hot or stored later than this. You may be asked for a copy of the appointment letter/text/email. A photo emailed from a mobile phone to admin is a quick way to do this and is becoming a popular option.

Many thanks for your understanding and please do get in touch if you have any queries regarding this

Warm regards,

Roxanne

# Stars of the week



**Titan class** - **Rhys** for learning new words and putting them into a sentence

**Mercury class** - **Maisie and Arturo** for their fantastic independent interactions with each other

**Jupiter class** - **Myles** for shouting out "me" when asked who wants a turn during Good Morning

**Europa class** - **Aurora** for clearly communicating her needs all week

**Neptune class** - **Adam** for being really confident in the swimming pool

**Venus class** - **Lydia** for great communication using her talker

**Mars class** - **Mason** for doing amazing independent work! (see Mason's work below)

**Pluto class** - **Abdulrahman** for being able to copy and follow a 3-colour pattern

**Therapy** - **Fouzan** for increased participation in his therapy activities including symbol exchange (SALT) and sensory motor circuits (OT)!

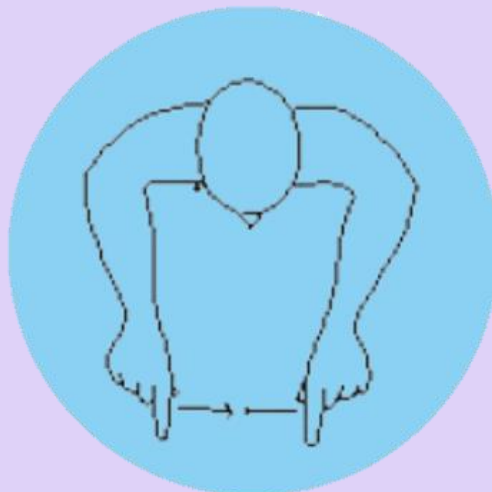
I can remember facts I have read and heard

What do plants need? Cut the words out at the bottom and stick with the correct symbol

Draw a plant getting everything it needs.

*Mason's independent work*

## Sign of the week - Same



## From the classrooms.....

In **Titan class** we have been exploring shape through our continuous provision activities. Last week, we enjoyed feet printing the Union Jack colours for the Kings Coronation!





## Key Diary Dates

Curriculum sharing event

Wednesday 24<sup>th</sup> May  
(9.30 coffee, 10-11 classrooms)

Half term

29<sup>th</sup> May - 2<sup>nd</sup> June

Sports Day

Wednesday 28<sup>th</sup> June

Leavers assembly

Wednesday 19<sup>th</sup> July

### Personal Assistant/carer required

**About Neo:** Neo is an active, social, 6-year-old that loves getting out and about. He is PEG fed, nonverbal and has global developmental delay. He also has epilepsy and uses a wheelchair for London distances. He loves interacting with others and his favourite things to do are playing football, going to the arcade and swim. Initially this position is for 12 hours a month however this will be increasing over the next few months and there will be additional hours in the holidays. For more information please contact Chelsea on 07944106349  
Chelseabell92@hotmail.co.uk



**Friends of Greenmead (FOG)** is the registered charity of Greenmead school. It depends on the support of parents, friends and staff for its success. Through FOG's fundraising activities, Greenmead pupils have access to a range of facilities which would not otherwise be available. It is also the support of FOG that allows us to hold community events such as last week's coronation event. If you are able to support FOG in any way it would be hugely appreciated

<https://www.justgiving.com/greenmead>