



School Processes
Term Time Leave

The law requires that ALL children of school age attend school every day unless s/he is ill or there are exceptional circumstances. For this reason, parents should always arrange visits to family, including those in other countries, during the school holidays. If you feel that you need to take your child out of school during term time please discuss this with the school before finalizing any arrangements.

A 'Term Time Leave' form is available in the school office and we ask that this is completed with all details of absence/travel prior to leave being taken.

We monitor the absence of all children and you are likely to be required to have a meeting with the Headteacher or the Attendance Support Officer, either before or after time away from school, to discuss all term time absence. Where these term time absences are not authorized, the absence will be referred to the Local Authority and parents may incur a fixed penalty warning notice or a fine.

Your child's education is our first priority and each request is considered on its own merit, however, the availability of cheap flights or the length of time since children have seen relatives are not considered to be exceptional circumstances. We are also advised to remove pupils from the school roll if they do not return on an agreed date.

DATES FOR YOUR DIARY



Tuesday 3rd December
Nativity performances
Reception - 10am
Year 1 - 2pm



Wednesday 4th December
Nativity performances
Year 1 - 10am
Reception - 2pm

Thursday 5th December
Year 6 Pantomime Hounslow Arts Centre

Thursday 12th December
Christmas Jumper Day

Thursday 12th December
Christmas festive lunch
please see menu in lower left corner

Wednesday 18th December
School Council Christmas Fair



Congratulations!

Olive class and Willow class achieved the highest attendance for this week, 25th–29th November 2024.



Well done and keep up the good work!

Attendance

If your child is unable to attend school, for any reason, please let us know. Please email: absence@tops.hounslow.sch.uk OR telephone the school on 020 8570 6247 and leave a voicemail message on the absence line by choosing Option 2. 'Sick' or 'unwell' cannot be accepted as a reason so please provide as much detail (symptoms) as possible. If your child does feel generally unwell in the morning before school, we encourage them to come into school, and if needed, the welfare officer will call you if your child is not well enough to stay in school.

Absence of a child due to parents ill health or that of a relative, is not an acceptable reason for a child to not be in school.

Please try to make GP and dental appointments outside of school hours so that your child is in school as much as possible. If your child needs to attend an appointment during the school day, we expect your child to be in school before and after the appointment.

If your child has a hospital appointment or needs to attend the hospital please provide an appointment card, hospital discharge letter or email details (appointment & time) to the absence email. This is a requirement so that absences can be authorised.
Thank you for your co-operation and support.

ATTENDANCE MATTERS!

If your child's attendance at the end of the year is...	Your child would have lost approximately...
95%	9 school days
90%	19 school days
85%	29 school days
80%	38 school days
75%	48 school days

*Children are required to attend school for 190 days each year. The Department of Education expects that all children achieve at least 95% attendance.

5 minutes late every day = 3 days of school lost a year

10 minutes late every day = 6 days of school lost a year

20 minutes late every day = 12 days of school lost a year

School Meals

Please remember to book your child's meal in advance on ParentPay and ensure your child(ren) come to school on time so they receive their chosen meal

Year 5 Anglo-Saxon Workshop

The year fives have been learning about the Anglo-Saxons this term and were asked to make models of Anglo-Saxon Longhouses.

Excellent work!



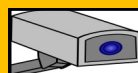
*** REMINDERS ***

Please do not leave any scooters or bicycles unattended on school premises. If they are left in the school, please use the bike shed by the school office to store them and ensure that they're safely locked up. The school cannot take responsibility for lost or damaged items.

Please ensure your child brings a water bottle to school everyday. It's very important that children stay hydrated throughout the day regardless of the weather.

Please also ensure your child does NOT wear earrings on PE day as it is a safety hazard.

These premises are under 24-hour CCTV surveillance



Christmas LUNCH

THURSDAY 12TH DECEMBER

Roast Turkey or Vegetable Samosa

Chicken or Veg Chipolata, Roast Potatoes, Carrots, Peas, Brussel Sprouts, Sage & Onion Stuffing, & Gravy

Festive Chocolate & Orange Rocky Road or Christmas Pudding or Mince Pie



WILSONJONES