



## Issue 7 - October 2020

# Henlow Heart

Welcome to the first edition of Henlow Heart this academic year. Thank you all so much for working with us in our endeavours to keep our school a safe place during this unusual time. All of our adjustments to timings in order to reduce group sizes and preserve bubbles has taken a while to become routine but pupils are now at ease in their school environment.

Our Harvest Festival brought us all together as it always has through hymn, reflection and celebration and whilst we are all looking forward to returning to our whole school assemblies, the virtual gathering was successful.

Our priority is to ensure that learning can take place in an environment that is as safe as we can make it. An email address ([covid@henlowacademy.org.uk](mailto:covid@henlowacademy.org.uk)) is dedicated to any questions you may have or any information you may wish to share with us. Families have let us know essential information and this has again ensured that we can keep safety at the forefront of our planning. In addition to ensuring that learning takes place in school we have continued to plan for any occasion when home learning becomes necessary.

Our building programme is currently running to time - the Lodge is due to be completed in January and the old gym is on track to become a theatre by February. The impressive science facilities and new classroom block will be completed by September 2021. Year 8 pupils are able to get an insight into the facilities currently being designed as they prepare to become the very first Year 9 cohort.

Henlow Academy's warm ethos was certainly at the forefront of the BBC Look East filming that took place last week. Mrs Coster had promised to come into school as soon as she possibly could and it is absolutely remarkable that she was able to do this so quickly following her hospital rehabilitation. Meeting her form group was emotional and talking to pupils who raised money of their own volition during lockdown brought a tear to many an eye - including breakfast TV presenters.

I know that the current era is a demanding one but I am so grateful for the support of parents and carers as we find our way through this. Throughout September we focused explicitly on the well being of pupils and we continue to support in the ways we have always done. The academic challenge is also important and the testing regime we usually engage in has now taken place and the papers are being marked externally. All pupils missed some schooling last year and these results will be one of the ways in which we ensure teaching going forwards will address any gaps.

I wish you all a restful Half Term.



Caren Earp, Headteacher

# Key Stage 4



What an exciting time to be in Year 8 at Henlow CE Academy! Since our return in September there has been a flurry of activity within the school to help children understand how the school age range change will affect them.

Now that pupils have the opportunity to stay at Henlow, we have created a team of Year 8 ambassadors who will be discussing the issues that are important to them moving forward. Uniform and the possibility of lockers are currently at the forefront of their discussions, with many more exciting aspects to debate and decide upon.

Our Year 9 curriculum is unlike any other, offering children the chance to study new subjects and earn additional qualifications, learning new transferable skills that will be beneficial to them throughout their GCSE journey. To help provide an insight into this curriculum, we have also created a dedicated Key Stage 4 Google classroom full of informative videos, many of which have also been shared on social media. We are delighted to have received such a positive response to these clips. If you haven't seen them yet, please do look for them with your son/daughter as they are a great insight into the next steps for students as they get older.

The progression from Year 8 into Year 9 and Key Stage 4 provides children with the chance to continue their education with one fewer transition point. Children can continue in a school where the staff know them as individuals, understand the teenager in front of them and where they will benefit from the caring and nurturing ethos that runs throughout.

For those staying at Henlow into Year 9, all you need to do is to keep coming to Henlow! There isn't anything else for you to worry about. Should you wish to apply elsewhere, you must do so by 31st October through CBC. If you do have any question about progression into Year 9, please contact us by email [KS4@henlowacademy.org.uk](mailto:KS4@henlowacademy.org.uk) and we will be happy to get back to you with the information that you need.



# Key Stage 4 Ambassadors



Each form has elected 2 ambassadors to represent their views in discussions about all aspects of the future of Henlow Academy going forward to GCSE.

The form representatives are:

**8AC - Reggie S, Ruby H**

**8BF - Mia R, Rosa RS**

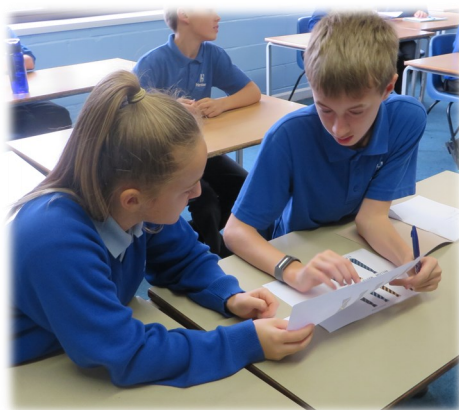
**8EP - Cameron K, Jay C**

**8GS - Carmen R, Sophie H**

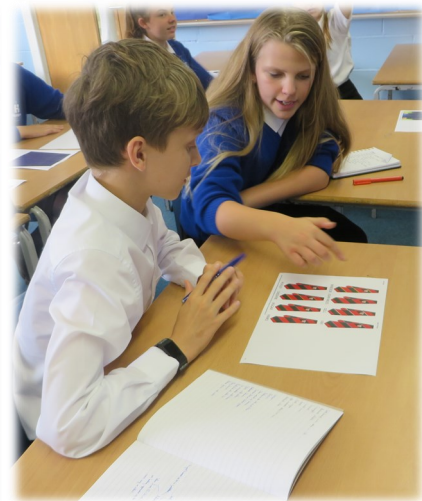
**8LC - Finja R, Mackenzie K**

**8NC - Bella R, Monty S**

**8RT - Fraser K, Poppy C**



Our new Key Stage 4 ambassadors have already been playing their part in shaping the future of the school by meeting with Mrs Earp, Mrs Pigram, Mr Baxter and Mrs Jando to start designing our new school uniform. The ambassadors looked at clothing samples, and discussed what they would prefer to wear and how this would contribute to the ethos of the school as it grows. Their approach to this task and their recognition of its importance was impressive.





# Breaking Ground Ceremony



On Monday 12th October we held our Breaking Ground Ceremony to mark the start of the next phase of our build. This will include state of the art science labs along with additional classrooms and offices. Councillor Saunders, representatives from RAF Henlow, representatives from the Diocese, Henlow governors and staff from Raynsford attended the socially distant ceremony using a specially engraved spade donated by the building contractors. Our Key Stage 4 Ambassadors then attended their own Breaking Ground Ceremony on Thursday 15th October.



**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**



# Welcome Back Mrs Coster



On Friday 16th October we welcomed back Mrs Coster to Henlow Academy. She met with her last form class as well as meeting with all the students who had organised charity events to raise money for her. BBC Look East came along to capture the reunions. We all loved seeing Mrs Coster back with the Henlow community and can't wait to see her again soon.



**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**



# Sport & House Captains



Every year a selection of Year 8's are chosen to become House and Sport Captains. Sport Captains are chosen for their commitment to sports clubs and fixtures as well as displaying positive attitudes in PE during their time at Henlow.

House Captains are chosen for being positive role models and showing dedication to the school community. We look forward to seeing the positive influence this year's captains have on our school and pupils.



House	House Captains	Sports Captains
Addington	Mia R	Fraser K Rosa RS
Gribble	Beatrice R	Mackenzie K Bella R
Lennox - Boyd	Thom F	Brinley G Annabel RT
Raynsford	Bailey D	Connor S Nia O
Tilley	Freya M	Toby D Ellie H

# The Travels of Henry Henlow



## Meet Henry Henlow!

Henry Henlow is our School's 'Travelling Ted'. He loves to travel to new and exciting places!

He has his own noticeboard in the School and his travels are shared on our Facebook page.

He is looked after by Mrs Goward (Head of History), who will 'offer' him to pupils to go away on holiday several weeks before each school holiday. If pupils take him with them, then we ask that they:

- Take at least two photographs of Henry with you on holiday - preferably showing an important landmark of your holiday place
- Type a very short paragraph about your holiday experience
- Buy him a new badge to add to his growing collection.



If you would like to apply to take Henry Henlow on holiday with you send Mrs Goward an email, from your school email address, telling Mrs Goward where you are going and why you think it would be a good idea for Henry to visit.



Having been looked after by Mrs Goward ever since he arrived at Henlow Academy, Henry had never been on holiday with her - until he stayed at her house for Lockdown and went to the Lake District. Henry had a lovely time admiring all the mountains (from the bottom - his legs are a bit too short to climb them) and all the beautiful scenery and gave moral support to Mrs Goward and her family as they completed the 214 Wainwright Challenge. He went to the coast and practised his geography skills by looking at all the coastal management techniques. But best of all, he got very friendly with one of the local animals.....



# Library News



The library continues to offer services to our school community albeit in a slightly different way! Details of

how pupils can borrow and return books have already been sent via email. As a summary and reminder pupils can request and reserve books online. Pupils do need their login details to

reserve books. (For login details, pupils can email Mrs White: [cwhite@henlowacademy.org.uk](mailto:cwhite@henlowacademy.org.uk))

<https://www.readingcloud.net/>



Please can you remind your children to return school library books that they have finished with. There are many books now overdue and missing and we would be very grateful for their return.

Before lockdown, we had a book fair in the library. A huge 'thank you' to all parents and pupils who supported the event. Here are a few new books recently added to the library stock

The library stock has recently been tidied and some resources have been withdrawn. We would be **very** grateful for donations of good quality children's books which are suitable for ages 9 to 13. Thank you to parents/carers who have already sent in books for our school.



## Useful websites/links

Here are some useful book related websites for parents/carers

(More available on the **library classroom** which pupils will have access to)

<https://wordsforlife.org.uk/virtual-school-library/>

<https://virtual-library.culturalservices.net/cgi-bin/bedford-cat.sh>

<https://www.booktrust.org.uk/books-and-reading/have-some-fun/>

**Carol White - School librarian. [cwhite@henlowacademy.org.uk](mailto:cwhite@henlowacademy.org.uk)**

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**



# Meet Our New Staff



This September we saw a bumper amount of new staff join our expanding team. In the current climate we know it's not easy for parents to meet the new staff at Henlow. Over the coming issues of Henlow Heart we will be adding in staff profiles for you to get to know our new staff better.

<b>Name</b>	Jemilia Hartley	<b>Role</b>	Teaching Assistant
<b>Introduce Yourself</b>			
<p>Hello, I'm Jemilia and I am a new teaching assistant at Henlow Academy. I have recently completed my A levels, where I studied Law, Maths and PE. Next year I will be starting a solicitor apprenticeship in London, which I'm super excited for. It's fantastic that I can spend my time before I start my apprenticeship here at Henlow! I also love to play netball. I have played netball for many years and it's a massive part of my life!</p>			
<b>Why did you want to come to Henlow?</b>			
<p>I have always enjoyed working with children, therefore this role was highly suited to me. The community spirit and strong values at Henlow makes the school so special, which furthered my decision to join.</p>			
<b>Favourite Food</b>		<b>Favourite Subject</b>	
Any type of burger!		It's a really hard choice between PE and Maths, as I love them both.	
<b>Favourite Place in the World</b>		<b>Favourite Book</b>	
My favourite place is Aruba, which is in the Caribbean. It is so beautiful and as the locals say 'it is one happy island!'		In lockdown one of the books I read was the Kite Runner, and it is definitely now my favourite book.	



# Meet Our New Staff



<b>Name</b>	Thomas Pang	<b>Role</b>	Site Agent
<b>Introduce Yourself</b>			
<p>Hi, I am Tom and I'm the new Site Agent at Henlow CE Academy. I have previously worked at Hertfordshire Football Association as their Site Manager. I love Rugby, having spent 4 seasons with Saracens I have had the pleasure of meeting some of the worlds best rugby players. I have 2 children and they love football, rugby and Tae-Kwon-Do. We are a sporty lot!</p>			
<b>Why did you want to come to Henlow?</b>			
<p>With so many much exciting plans ahead at Henlow, it was a great opportunity to help make the school environment much better for you.</p>			
<b>Favourite Food</b>		<b>Favourite Subject</b>	
Lasagne - Yummy!		Geography, Food Technology and French were my favourite subjects at school.	
<b>Favourite Place in the World</b>		<b>Favourite Book</b>	
Kota Kinabalu - Malaysia - this must be the most peaceful and beautiful place I have been to. Breakfast with orangutans and beautiful beaches.		I love reading with the family, one of our favourite books is Five Minutes Peace.	



# Meet Our New Staff



<b>Name</b>	Sandie Shaw	<b>Role</b>	Receptionist
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## Introduce Yourself

Hi, I'm Sandie and I'm the new Receptionist at Henlow CE Academy. I have previously worked as a class TA and as a 1:1 TA with a number of children in lower schools in the local area. I have two children, Hannah who now attends Samuel Whitbread and Andrew who is currently at Henlow. I love singing and am a member of the local Military Wives Choir. Highlights of being in the choir have been meeting HRH Prince Phillip, singing at Ely Cathedral and recording an album!



## Why did you want to come to Henlow?

I was looking for a new challenge in my career and the opportunity arose to join the team at Henlow. As a parent I have experienced and watched my children grow with the support of the values, ethos and all of the staff at the school. Since joining the team at Henlow I have felt welcomed, supported and valued. I'm really enjoying getting to know everyone - staff and children alike!

## Favourite Food

Cake! I don't mind which kind but a particular favourite is coffee and walnut.

## Favourite Subject

Music, History and English were my favourite subjects at school.

## Favourite Place in the World

After a family holiday to Universal Studios with my family and seeing Diagon Alley and Hogsmeade I have to say our time in Florida was pretty amazing! We even got to meet a real astronaut when we went to NASA!

## Favourite Book

It's very difficult to choose just one! I think my favourite, most recent book has to be Cogheart but I love Harry Potter and have all of the books. I've also read 'Miss Perigrine's Home for Peculiar Children' and have the complete series!



# Meet Our New Staff



<b>Name</b>	Fatosh Brown	<b>Role</b>	Teaching Assistant
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## Introduce Yourself

Hello, I am Fatosh and I am a Teaching Assistant in Year 5. I am originally from Istanbul Turkey where I studied chemical engineering for five years then worked in an international textile factory. I came to England to improve my English and went to Hitchin college. I met my husband 17 years ago and we have now been married for 15 years. We live in Henlow village and have two children. I have worked as a TA in Year 4 for the last 5 years and really enjoy it.



## Why did you want to come to Henlow?

I had experience of the school as both of my children have attended. I knew it would be a great place to work and gain experience of working with children in KS3, as one day I too would like to become a teacher.

### Favourite Food

I love Spicy food!

### Favourite Subject

I love Maths and science but maths is probably my favourite.

### Favourite Place in the World

My favourite place is Cornwall as it has so many lovely beaches.

### Favourite Book

Stick Man and Room on the Broom are pretty special.

# Meet Our New Staff



<b>Name</b>	Sabrina Towersey	<b>Role</b>	SEND Administrator/ Teaching Assistant
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## Introduce Yourself

Hi, I'm Sabrina and I am the new SEND Administrator and TA here at Henlow. I am married and have a 7 year old son. I left the Police 4 years ago after having my son following successful IVF treatment. Since this time I have had several admin roles knowing that I wanted to work in schools so I could enjoy as much time as I can with my son whilst he grows up. As a family we are always very busy and have Merlin passes so we have lots of days out. I only moved to Shefford 4 years ago so am looking forward to making friends in the area.



## Why did you want to come to Henlow?

I didn't find Henlow, Henlow found me. I was looking for a change or new challenge and had applied for a couple of jobs. Nothing had come of them and I resigned myself to the fact that I had a job, it was during the height of COVID and I should be grateful for what I had. I was then scrolling on Facebook when I saw a recommendation for this role. I briefly had a look at it and thought it looked perfect. I applied and the rest, as they say, is history!

## Favourite Food

Oooh too many to choose from but I enjoy a cheeky Nandos or Wagamamas.

## Favourite Subject

Not sure I had a favourite subject at school. I just enjoyed school. Food Technology maybe as I love baking and trying new recipes.

## Favourite Place in the World

Of all the places that I have travelled to Dubai has to be one of my favourites. I also have an Auntie who now lives in Cyprus and we have come to love visits there.

## Favourite Book

I don't have a favourite book, I don't get that much time to read, but I enjoy a book that will keep me gripped and on the edge of my seat. Generally a thriller or something similar.



# Meet Our New Staff



<b>Name</b>	Katharine Gower	<b>Role</b>	Teaching Assistant
<b>Introduce Yourself</b>			
<p>Hello, I am Katherine and I am a new TA in year 5. I graduated from Norwich University of the Arts earlier this year, studying illustration. I love drawing, painting and making things, and in my foundation year before university I worked for a year with a children's art group while I created a children's book about ocean plastic pollution. Nature, wildlife and travelling are huge passions of mine and having travelled around Borneo and Costa Rica and interrailed across 10 countries throughout Europe, I've been able to experience a range of amazing environments, climates and cultures.</p>			
<b>Why did you want to come to Henlow?</b>			
<p>As an ex pupil of Henlow Academy, I've always been aware of the welcoming environment, friendly staff and enthusiastic children at the school. I've had a strong interest in primary teaching, having done work experience in multiple schools before and during my time at university, and knew Henlow would be a lovely place to gain more experience before beginning my teacher training. I am really enjoying being a TA at Henlow and I am learning so much from all the teachers and the children too!</p>			
<b>Favourite Food</b>		<b>Favourite Subject</b>	
Definitely pizza or veggie Bolognese!		At school my favourite subjects were definitely the creative subjects. Art and design, English, Music and I really enjoyed languages too.	
<b>Favourite Place in the World</b>		<b>Favourite Book</b>	
My favourite place in the world has to be Mantanani Island in Borneo, the closest place to paradise that I've been to I think!		From a young age I've loved reading, Harry Potter, The Chronicles of Narnia, Roald Dahl and The Hobbit were my favourites! More recently I've been reading classics like A Tale of Two Cities and A Room with a View.	

# Meet Our New Staff



<b>Name</b>	Natalie Kelly	<b>Role</b>	Teaching Assistant
<b>Introduce Yourself</b>			
<p>Hi, I'm Natalie a teaching assistant in year 8. I am originally from Gibraltar and moved to England when I was 11. My husband is in the British Army and we have spent the last 12 years living in different areas. Pembrokeshire in Wales was one of my favourites! I have 2 young boys (almost 7 and 3), 2 dogs and 2 guinea pigs! We love spending as much time as we can outdoors and are very lucky to have such beautiful woods surrounding us in this area. I am currently training towards my level 3 Specialist Support in Teaching in Schools and I'm really enjoying it!</p>			
<b>Why did you want to come to Henlow?</b>			
<p>I love Henlow's ethos and values. I feel very lucky that I have been given the opportunity to work here and have them supporting me in gaining my Level 3 Diploma.</p>			
<b>Favourite Food</b>		<b>Favourite Subject</b>	
<p>I love all sorts of food! Mediterranean and Middle Eastern dishes are my favourites!</p>		<p>I really enjoyed Science and Geography at school. I also enjoy lessons that are creative.</p>	
<b>Favourite Place in the World</b>		<b>Favourite Book</b>	
<p>This is very hard as I have lived in some lovely places in the UK. I love visiting cities such as Rome, Krakow and Barcelona but being by the beach has to be my favourite!</p>		<p>I love reading. There are so many books that I have really enjoyed. The Tattooist of Auschwitz is one of my favourite reads. When I was younger I loved the Harry Potter books. (I still do!)</p>	



# News Update



Emily swam 60 lengths of Saxon swimming pool in Biggleswade which is 1.5km in just 50 minutes. She has raised money for Cancer Research UK, Marie Curie and the Swimathon Foundation.

Well done Emily!

If your child(ren) do something out of school which you think should be recognised we would love to hear about it. Maybe they have been raising money for a charity or achieved an award at a club. Maybe they passed an exam/assessment or moved up to the next level. We love to put our pupils extra curricular achievements on our achievement board outside Mrs Earps office and put them in our newsletters. Please email Mrs Westcar at [hwestcar@henlowacademy.org.uk](mailto:hwestcar@henlowacademy.org.uk) with a photo and an explanation of what your child has achieved.

## Vacancy

### MIDDAY SUPERVISORY ASSISTANT

Salary: NJC Scale Points 1-3 (£17,364 - £18,065 pro rata)

Required as soon as possible to assist from 12.35 pm – 1.35 pm daily, during term time, with the supervision and care of our pupils during lunchtimes. This equates to 5 hrs per week. Part-time or job share would be considered. If you would like to apply for any of our vacancies please visit our website [http://www.henlowacademy.co.uk/web/vacancies\\_1/502822](http://www.henlowacademy.co.uk/web/vacancies_1/502822)

# Travelling to & from School



## Parking

We would encourage pupils (where possible) to come to school by walking, cycling or scooting. If you are dropping off your child by car please use the designated car parks by The Pavilion, Scout Hut or The Five Bells.

Where possible (except for pupils arriving by bus or taxi) we would ask that Year 5 & 6 pupils enter by the front gates and Year 7 & 8 by the back gates due to the location of their relevant teaching classrooms.

Please do not congregate by the school gates to reduce the risks of large groups forming. Please arrange to meet your child at the end of the day off site.

At Henlow Academy we are committed to reducing the amount of traffic on the roads leading to the school grounds. With this in mind we would appreciate if you are dropping another child off at Raynsford, please let the Henlow pupils walk the rest of the way to school by using the path by the cricket pavilion to the back gate of the school or round to the front of school depending on their year group.

## School Buses

Travel on school buses is only permitted if you have been awarded or pay for a bus pass from Central Bedfordshire Schools Transport. You can not travel via the school buses to friends for tea etc. if you do not have a pass for that bus on a given route. Seats are limited and allocated.

Central Bedfordshire have a code of conduct for pupils travelling to and from school on the school buses. Please make sure you and your child(ren) are familiar with the conditions.

<https://centralbedfordshire.box.com/s/nfdfc1tqyi4ta6arrm08l2v9fpa2qbqa>



# Pupil Equipment



All pencil cases will have been sent home to be restocked over half term. Please can you ensure your child(ren) has all the right equipment they need for school everyday. We are seeing an increasing number of pupils that are turning up to lessons without even a pen and pencil. As part of The Henlow Home School Partnership, pupils should attend school properly equipped. Please note that pupils are not able to share equipment and the school are not able to provide pupils with missing equipment.

All pupils needs a pencil case which contains ALL of the following:

- **Cartridge pen, handwriting pen or a friction pen (blue and black)**
- **30cm ruler**
- **HB pencil and a spare**
- **2 Dry wipe board marker pen and a wiper/cloth**
- **Coloured pencils (not felt tips)**
- **Ink eraser pen (if using a cartridge pen)**
- **Green pen (friction pen preferred)**
- **Rubber**
- **Pencil sharpener (which can collect shavings)**
- **Glue Stick**
- **Scissors**
- **Highlighters**
- **Scientific calculator**
- **Protractor**

**When the children return to school, please remember that they should only be bringing items essential to their learning to school. Toys and games etc are not permitted.**

# Road Safety



As the nights are drawing in, please remind your child(ren) about the importance of road safety. Whether they walk or cycle home, are walking from the bus home or get collected in the car, once they have left the school site they need to be visible.





# School Fundraising



## SCHOOL FUNDRAISING

Help the school to raise funds by bringing all your unwanted yet reusable **clothing, paired shoes, handbags & accessories.**  
Happy Fundraising!

Bring all clothing on:

*Wed 11th November*  
*Drop off @ The Five Bells*

*Please bring your clothing in the bags*



For any queries please  
call 0800 242 5838  
or email  
[info@happyschoolbag.co.uk](mailto:info@happyschoolbag.co.uk)

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# Wrap Around Care



At Henlow Academy we offer a range of wrap around care to help with childcare. If you would like anymore information about what we have on offer please contact Mrs Marshall on 01462 813733 or email [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk). Due to current restrictions booking is essential for all wrap around care.



## Breakfast Club

8:00am - 8:30am

£2.50 per day

**Booking required**

Pay through ParentMail or pay by cash

## Homework Club

3:35pm - 4:45pm

Free

**Booking Essential**



# 4:45

## 4:45 Club

4:45pm - 5:45pm

£6 per day

**Booking essential**

Pay through ParentMail or pay by cash



# Reminders



Please ensure all money sent into school is in a sealed envelope and has your child's name, class, what the money is for and the amount of money on the front.

Please make sure that all your child's clothes and property is clearly named. If your child has lost any items please make sure they check lost property ASAP.

The school office aren't able to call home if your child forgets something they need that day at school. Please ensure your child checks their timetable and brings all they need each day.

**ALL** children are required to bring in a named water bottle daily. The school do not have cups to provide to children who do not bring a water bottle and the canteen no longer sells bottles of drinks.

We are not accepting cash at the moment. Please make payments and donations through the ParentMail app. Go to payments and then click 'shop'.

Please can all parents and carers check their child/ren's ParentMail accounts and ensure they are in credit.

Please be aware that Breakfast Club runs from 8:00am until 8:30am and must be booked in advance. Staff are not available to supervise children before 8:00am and therefore children are not authorised to be on site before this due to safeguarding and health & safety.

# Attendance Matters



## The Attendance Team

### Kelly Jando

Attendance Officer

[kjando@henlowacademy.org.uk](mailto:kjando@henlowacademy.org.uk)

### Caroline Northover

Education Welfare Officer

### School Office

01462 813733

### Don't be late!

If your child(ren) arrive after 9:20am they will be marked in late.

### Let us know!

You can report your child(ren) absence from school by phone the school office on 01462 813733 or through the ParentMail app.

## Things to remember!

You can be prosecuted if your child has unauthorised absences from school.

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**IF YOUR CHILD IS GOING TO BE ABSENT FROM SCHOOL YOU MUST CONTACT THE SCHOOL TO LET US KNOW WHY YOUR CHILD WON'T BE IN SCHOOL OTHERWISE THE ABSENCE WILL BE UNAUTHORISED.**

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Looking after other children, going shopping and waiting in for deliveries are not valid reasons to keep your child off school and will be marked as unauthorised absences.

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Parents can request to take children out of school during term time by writing to the Attendance Officer. However, holidays are only granted in exceptional circumstances. Absences taken without permission will be recorded as unauthorised and a fine will be issued.



# Attendance Matters



## Did you know?

- ⇒ You can report your child absence from school through the ParentMail app.
- ⇒ 97% attendance means your child will have missed 6 days of school throughout the year.
- ⇒ 90% attendance means that your child will have been absent for the equivalent of one half day every week.
- ⇒ If you take a two week holiday during term time your child's attendance will automatically be reduced to less than 95%. A two week holiday each year in school means a total of 14 weeks teaching time missed. This is the equivalent of a whole term and can have a real impact on your child's literacy and numeracy skills.
- ⇒ If your child does not attend school regularly and you fail to work with the school and The Education Welfare Service, you may be fined up to £2500 and in extreme cases sent to prison.

## Frequently asked questions

### **Q. My child has a tummy bug and isn't well enough for school. What do I need to do?**

A. Call the school office on 01462 813733 or use the ParentMail app before 9:00am to let us know. Children should not return to school after a sickness bug for 48 hours after their last episode of sickness/diarrhoea.

### **Q. I need to take my child to the dentist next week, do I need to let school know?**

A. Yes please! Please inform the school office. Where possible please try to make appointments outside school hours/during school holidays. If that is not possible please make them for the start or end of the school day.

### **Q. I sometimes struggle to get all of my 3 children to school before the school gates close, being 5-10 minutes late doesn't really make that much difference does it?**

A. It is important for all children to be in school on time as it can be upsetting for the child and disruptive for the rest of the class when children are late. Children who are late need to arrive via the school office and will get a late mark.

# Coming Up...



Date	Event	Additional Information
Tuesday 3rd November	First day back	Staggered starts and finish times will continue
Wednesday 4th November	Virtual School at Work	More information to follow
Wednesday 11th November	Happy Bags collection day	Bags of donations to be left at The Five Bells PH by 9am.
Friday 13th November	Children in Need	<p>'Come as yourself' Non school uniform day 'Come as Yourself is all about students embracing their identities, wearing whatever it is that makes them feel comfortable and expressing who they are'</p> <p><b>NO CASH DONATIONS</b> Donations through ParentMail app</p>

If a member of your household tests positive for COVID-19 during the half term, please email the covid team on [covid@henlowacademy.org.uk](mailto:covid@henlowacademy.org.uk) with the details. We will then be able to take any and all necessary actions. Similarly, if your child becomes symptomatic during half term and is required to self isolate after half term, please email the covid team.