

# Weekly Update

## Class Dojo



Class Dojo is our main method of communication and communication between parents and school staff has been made much easier.

Having the ability to message your child's class teacher directly, is an added bonus but we do need to be mindful of how we use this.

With regards to messaging we would just like to clarify how to use them:

- Please use Class Dojo to arrange a meeting with the class teacher to discuss any worries or concerns about your child.
- Share information with the class teacher that might be useful for them to know, particularly if your child is worried about something.
- Please do not message your child's teacher to notify them of absences or illnesses – this should be done via the school office as normal. This can be done by either a phone call (0116 2882724 and you are able to leave a message) or via email ([reception@overdale-inf.leicester.sch.uk](mailto:reception@overdale-inf.leicester.sch.uk)).
- Please do not use Class Dojo to message about any urgent or serious issues; please use the school office and normal school procedures for this.
- Please be kind and courteous when messaging school staff, any offensive messages will be reported to our Senior Leadership Team.

Teachers are only required to check messages in their PPA time once a week. School life can be incredibly busy and as a school, we need to consider our staff's work/life balance and there is not time to monitor messages during the school day.

## Action Required



Please can all parents complete our consent questionnaire by **Monday 16<sup>th</sup> September**. The consent form includes permission for staff to share photographs on Class Dojo and social media. The survey will close at **9am**.

<https://forms.office.com/e/hDz7x1b7JG>

# Attendance



Improving school attendance will be an area of focus this year in line with Government guidance. As a school we expect high standards of attendance from all pupils and will work collaboratively with parents to ensure this.

Where absence escalates and children are missing 10% or more of school targeted support will be put in place to support families. More information can be found on our attendance escalation procedure on our website. [Overdale Infant School - Attendance \(overdale-inf.leicester.sch.uk\)](https://overdale-inf.leicester.sch.uk)

When completing a leave of absence request form, we will need parents to provide as much detail as possible including confirmation of any flight details. We cannot authorise holiday of any kind and will consider whether it is appropriate to issue a penalty notice. Penalty notices are charged at £120, reduced to £60 if paid within 21 days.

Penalty notices can also be issued for 10 sessions of unauthorised absence over a rolling period of 10 weeks. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g., 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

# Reminders

- Please make sure all items of clothing are named. Lost property boxes will be outside Squirrels, Robins and Ladybirds for any items of uniform that do not have a name.



# Important Dates

Friday 13 <sup>th</sup> September	Celebration Assemblies for Year 1 and 2 start
Thursday 19 <sup>th</sup> September	Individual School Photographs - ZigZag Photography
Friday 27 <sup>th</sup> September	Macmillan Coffee Morning – Meet our Senior Leadership team. More information coming soon
<b>Tuesday 1<sup>st</sup> October</b>	Parent Workshop – Understanding Anxiety 2:00pm – 3:00pm – Infant School Hall
<b>Thursday 10<sup>th</sup> October</b>	Hello Yellow Day – Children to come to school in Yellow or brightly coloured clothes for World Mental Health day
Tuesday 15 <sup>th</sup> October	Parents' Evening – More information coming soon
Thursday 17 <sup>th</sup> October	Parents' Evening – More information coming soon
Friday 18 <sup>th</sup> October	School closes for half term.

**New dates added**