



Dear Parents / Carers

I hope that you are well and that your young people have enjoyed their first full week back at school. I wanted to take the opportunity to provide some additional information regarding school life and to also let you know that our young people, old and new have made an excellent start the year, demonstrating an enthusiastic and positive attitude to their learning and settling into their new routines.

### **Communication with Parents and Carers**

At Mill Green, communication with our families takes many forms. Some families prefer daily home-school communication books while others prefer weekly calls or emails; most updates will come from your child's pastoral team, so please do contact them in the first instance, should you have any questions or queries.

We will be continuing to use Evidence for Learning to share progress and learning journeys with families. We are currently in the process of updating parent/carer email addresses to ensure that all families are able to access the app. If you have not shared your contact details with school, then please pass this on to your child's pastoral team.

Whole school notifications are sent via ParentApp – we would appreciate it if you could register / update your app by Friday 22nd of September to receive notifications from the school. If you require a reminder link, please contact the school office who will send one through. Additionally, if you have not yet returned your school admissions pack and home-school agreement, I would ask that you do this as soon as possible to ensure that we have up-to-date information in place for your young person.

### **Attendance**

At Mill Green, we encourage young people to strive for outstanding attendance as research shows that the impact of poor attendance on learning, development of social communication skills and relationships, future independence and positive life changes can be significant. Throughout the 2022-2023 academic year we communicated our high aspirations for attendance several times and this is something that we will continue to do across this academic year. We will continue to support and work with families to support the highest levels of attendance for all of our young people.

If your child is unwell, you must telephone the school office as soon as possible on **01744 678760**. Once the registers have closed office staff will look at the absences and if we do not have a reason for non-attendance the absence will be recorded as an 'unauthorised absence' and we will contact home.

Medical or dental appointments should be made outside of school time where possible. School should be notified of any medical or dental appointments that cannot be arranged outside of school hours either via the school office or ParentApp, with the accompanying appointment letter or slip.

## Leave of Absence and Holidays During Term Time

The law does not grant parents or carers an automatic right to take their child out of school during term-time with the Department for Education allowing for exceptional circumstances only. At Mill Green School, requests for pupil leave of absence will only be granted under exceptional circumstances, as outlined in our Attendance Policy and must be done so in advance, by application to the headteacher. Very few requests fall into the 'exceptional circumstances' category and the majority of requests will not be approved. For those applications that parents and carers do feel warrant an exceptional circumstance, leave of absence forms can be requested from the school office.

Term dates for this academic year are published on our website, including where INSET days fall so that families can book holidays with the peace of mind that they are not booked during term time. Our 2024/2025 term dates will also be confirmed and published in due course.

## Snacks and Drinks

During the last academic year, we communicated how important the health and wellbeing of our young people is, and provided information on the negative effect of energy / high sugar drinks and snacks can have on young people. As a reminder, snacks with a high sugar content should be limited and the consumption of energy drinks / high-sugar fizzy drinks are banned in school. Should young people be found with these drinks, whether in their original container or not, they will be confiscated either disposed of (open drinks) or returned via transport escorts or at parent pick-up. Zero sugar / caffeine fizzy drinks are permissible.

## MacMillan Coffee Morning

On Friday 29<sup>th</sup> September, school will be holding a coffee morning to raise funds for MacMillan Cancer Support. This is a very worthy cause and we encourage as many of our parents and carers to attend the event. It will also be an opportunity for families who have not yet met key staff to visit the school and say hello!

Further information will be shared around the day in the next week but please, save the date!

## School Information

Our website is regularly updated to ensure parents and carers have access to up-to-date information. This includes support for families in our Parents and Carers Information section. Our policies and procedures are also accessible via our school website and the ParentApp phone application. Where updates are made to policies which affect the young people within school, we notify via the website and ParentApp push notification. Hard copies of all policies are also available, on request from the school office.

Whilst I will be writing again in coming weeks, please continue to check the website on updates on what is taking place at Mill Green School. If you have any questions or concerns, please get in touch with us on 01744 678760.

Yours sincerely,



Sean Lenahan

Headteacher

