



# Whitefield

## Schools

A member of  
Whitefield Academy Trust

17<sup>th</sup> September 2018

Dear parents and carers,

Welcome back to a new school year! It has been a pleasure to see the children and young people happy to return to school and settling back to work. A particular welcome to the parents of the new children joining Whitefield; I hope you will soon feel part of our community and that your children will enjoy learning and making friends.

### Home-School Transport

Many Waltham Forest families have been given new transport arrangements and I know that this has caused difficulties for some of you. My colleagues in the Family Support Team have been working hard to share information with the local authority where there have been issues. I met with representatives from the local authority this week and they tell me that they are following up the concerns which parents have raised and considering whether they are able to agree a change to the arrangements. Some parents have already received letters but the local authority is still looking at other concerns. It may take a little while to complete the process and contact everyone affected. If you have a concern you should phone Barbara Thurogood on 020 8496 1795 or email: [barbara.thurogood@walthamforest.gov.uk](mailto:barbara.thurogood@walthamforest.gov.uk)

### Safeguarding and absence from school

The Government has issued new guidance which strongly recommends that schools should have contact details for two people and should follow up any absence from school which has not been reported by phoning those numbers. This follows a couple of tragic incidents where there was a serious emergency at a child's home. Our admin team will be contacting families where we only have one contact person and phoning the numbers we have to make sure that they are working. Please help us to safeguard your children by:

- making sure that we have current contact numbers for two people whom we can phone if your child does not arrive in school
- complete the attached form if your contact number has changed
- always phoning before 9am if your child is not going to be in school (telephone: 020 8531 3426)
- giving a clear reason for absence ('sick' or 'unwell' is not sufficient)
- replying straight away to any phone call or text from school

### **Emergency Leave**

Government guidance is also very clear about the circumstances in which children and young people are allowed leave from school. The guidance applies to all schools. I can only authorise leave in 'exceptional circumstances' which usually means an emergency or other unforeseen circumstances. Please therefore arrange any family holidays outside term time.

### **Medical support**

I enclose an important letter about changes in the role of the school nursing team. Please read it carefully and sign and return the consent form.

### **Macmillan Coffee Morning**

You should have received a letter about the Macmillan Coffee Morning which is taking place on Friday 28<sup>th</sup> September. This is always fun and it supports a great cause. If you are able to donate cakes, please send them into school on the morning.

### **After School Clubs**

After School Clubs start on 24<sup>th</sup> September. If your child is registered with a club you should receive details by Thursday.

### **Easyfundraising and Amazon Smile**

You can help Whitefield at no cost to yourself when you shop on line by using Easyfundraising or Amazon Smile. Sign up and register at [www.easyfundraising.org.uk/causes/fowschool](http://www.easyfundraising.org.uk/causes/fowschool) or visit [smile.amazon.co.uk](http://smile.amazon.co.uk) whenever you shop and choose Whitefield as your charity. For more details see the Whitefield website: [www.whitefield.org.uk](http://www.whitefield.org.uk) which provides easy to follow instructions.

### **Twitter**

If you are a Twitter user don't forget to follow Whitefield (Twitter handle: @WhitefieldNews) for up to date news. Our Twitter feed is also shown on the website [www.whitefield.org.uk](http://www.whitefield.org.uk)

We look forward to another successful term and I would like to thank parents and carers in advance for your support.

Very best wishes,

Laura Pease  
Principal