

Autumn is my favourite time of year (second to the Summer holidays of course!) I like everything about Autumn, the colours, the food and the anticipation of Christmas! It has been a pleasure to observe all classes settle into the routine of school since our return in September.

Please continue to support your child by ensuring they have everything they need for the school day, you have booked their school meal on time and that everyone is in class for our 8:45am start. Lessons begin at 8.45am in all classes and staff on gate duty also need to be in class promptly.

I look forward to seeing you in term 2 when you attend your child's first learning review/parent's evening, however, if you have cause for concern please always follow this route:

- Talk to your child's class teacher.
- Team leaders can be contacted if you still have concerns.
  - Mrs Muckleston - Foundation Stage
  - Mrs Shea - KS1 (Classes 4-9)
  - Miss van den Daele - Lower KS2 (Classes 10 - 15)
  - Mrs Mace - Upper KS2 (Classes 16-21)
- Mrs Peapell if the issue is related to behaviour.
- Miss Peart if the issue is related to SEND.

If the matter relates to safeguarding or you feel you have exhausted all avenues and not reached a resolution, then please contact me.

Please be aware that the office staff will ask if you have followed the protocol before passing you on to the next relevant member of staff.

Frances Billinge  
Head Teacher

## BREAKFAST CLUB

The breakfast club booking system is now open for bookings from Monday 31 October 2022 up until Friday 16 December 2022.

## SCHOOL MEALS

School meals are now available to book from Monday 31 October 2022 until the week commencing 28 November 2022. The last two weeks will be released after half term and will incorporate Christmas lunches. Please remember to book your child's meals via Scopay by Saturday midnight for the following week.

# ABSENCE

As you may already be aware, government guidelines, which came into effect on 1st September 2013, prevent Head Teachers from granting any leave of absence during term time, unless there are exceptional circumstances.

Family holidays taken during term-time due to lower cost / parental work commitments does not fall under the category of 'exceptional circumstances'

Any request for leave must be made in writing. A response will be returned indicating whether the leave is authorised. Any absence not authorised may be liable to a local authority penalty notice.

Good attendance is key to pupils making good progress and taking time out to go on holiday can significantly hamper progress.

# MEDICINE

We can administer prescribed medicines to a child in school if a consent form has been signed in advance by a parent or guardian. These can be obtained from our school office or online from our website – [Forms](#)

Medicines must be brought in by a parent and delivered to the school office. They should be clearly labelled with the child's name and dosage required.

Please can we remind parents that if your child is only required to take the medicine three times during the day, this can be covered at home – in the morning, after school and at bedtime, and would therefore not need to be brought into school. We would only be expecting to administer medicines that need to be taken four times a day.



# ATTENDANCE

All schools nationally and in Swindon are being asked to work with parents to improve school attendance. We want as many children as possible to be at school regularly – but we know this isn't always easy.

Here are a few tips of ways you can help your child want to go to school: – Talk to your child about the importance of going to school regularly and go through any worries they might have – Make routine appointments (like for the dentist or opticians) outside of school hours where possible – Talk to them about their day when they get home as this will excite them and help them want to go in the next day

As soon as you are concerned about your child's attendance, get in touch so we can work together to help your child be in school regularly.

More tips and information are at the bottom of this newsletter and also available on the following link; [www.swindon.gov.uk/schoolattendance](http://www.swindon.gov.uk/schoolattendance)

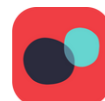
# INJURIES

If your child suffers an injury outside of school that we are not aware of e.g. a broken bone. Please contact the school office before bringing your child to school.

We have a duty of care to carry out a risk assessment and unless this has been completed and signed by the parent, the child should not return to school in a cast or on crutches.



Download to receive up to the minute information straight to your phone.



Download to order meals, book breakfast club, pay for trips, order PE bags etc.

# DIARY DATES

## Monday 31 October 2022

- Return to school

## Tuesday 1 November 2022

- Nasal childhood flu vaccination [online consent form](#) closes at midnight.
- Class 15 last swimming lesson.

## Wednesday 2 November 2022

- PTA AGM @ 7pm in the school hall. All welcome.

## Monday 7 November 2022

- Nasal childhood flu vaccinations.

## Tuesday 8 November 2022

- Class 13 start swimming lessons every Tuesday for the rest of the term.

## Wednesday 9 November 2022

- Foundation Stage - 'Pop in for a poppy' - parent session.

## Thursday 10 November 2022

- Learning Review/Parent's Evening - 4-7pm - bookable via Scopay

## Tuesday 15 November 2022

- Learning Review/Parent's Evening - 4-7pm - bookable via Scopay

## Friday 18 November 2022

- PTA Non-Uniform day (details to follow)

## Friday 2 December 2022

- PTA Christmas Bazaar (details to follow)

# FS & KS1 BOOKS

Please ensure the home reading books are returned on the day specified for each year group.

Many books are coming back to school late, which means we don't have enough books for the following week. Here's a reminder of when they are due back;

- Foundation Stage - Monday
- Year 1 - Wednesday
- Year 2 - Wednesday

## PLAY EQUIPMENT

Parents are politely reminded that all play equipment is not to be used at the start and end of the day. All children need to be closely supervised on the school site at all times. Staff will intervene and ask children to leave the equipment if they are seen.

## YEAR 4 PE

Year 4 PE will now take place on Tuesdays and Thursdays.

More details can be found on the class website page. [Year 4 class page](#)

## ANONYMOUS ONLINE SAFETY REPORTING FORM



If you have a concern about Online Safety or Cyberbullying please complete the form on our website in order for us to address the issue and make sure our children are safe online both inside and outside school.

email - [admin@haydonleighschool.co.uk](mailto:admin@haydonleighschool.co.uk)

# ATTENDANCE TIPS

## **SBC Attendance Website: Written by Swindon Educational Service.**

Securing Good Attendance – Tips for Concerned Parents and Carers  
My child is worried about going to school what could this mean?

It is important to remember that it is entirely normal for children and young people to feel worried about

school from time-to-time. However, for some children, these negative feelings or anxiety about school build up, which can result in them being reluctant to go to school. This is also known as emotionally-based school non-attendance.

Avoiding school becomes a coping strategy for them. Where 'fight or flight' is a common way for dealing with a 'threat', avoidance of school can be seen as 'flight'.

It is very important to try and help children and young people overcome these difficulties early. It's really important you speak to your child's school so you can work in partnership to address the issue.

What are the causes of anxiety or emotionally-based school non-attendance?

Children and young people who are worried about attending school are not all the same – every child and their situation is unique. There may be just one reason or a number of factors related to school, home or within child factors, which are impacting on the child's attendance.

Some examples could be to do with:

- **Social factors** – feeling different, friendships, bullying, isolation and loneliness.
- **Learning** – fear of failure, low motivation, lack of aspirations for the future, exam pressure, low-self-esteem and confidence and concerns about transitioning from primary to secondary.
- **Health anxiety** – fear of being ill, difficulties coping with physiological effects of being in school e.g. sensory sensitivities.
- **Outside of school** – bereavement, divorce, stress in the family, being a young carer or separation from a family member.

What are the signs of anxiety to look out for?

Sometimes worries can build up until they feel too much for a child or young person. They may display the following:

- Expression of negative feelings at the thought of going to school, as well reduced motivation and engagement in learning tasks.
- Fearfulness, meltdowns, changes in behaviour and mood. They may feel like they're in danger, even when there's no real danger around.
- They may complain of physical signs of stress such as stomach ache, sickness, headache and a sore throat.
- Complain of anxiety symptoms that include a racing heart, shaking, sweating, difficulty breathing, butterflies in the tummy and nausea.

How do I help with promoting good attendance when my child is anxious?

If your child is worried about going to school, it is important to address the problem early. It is important to consider the individual needs of your child and their situation.

# ATTENDANCE TIPS

These activities may help:

- Be sympathetic, supportive and understanding of their perspective and acknowledge that their fears are real to them.
- Identify what is causing any worries through asking them specific questions e.g., what three things are you most worried about?
- Sometimes children find it difficult to express their feelings face to face, so you could ask them to write it down, text or draw.
- Help them find things they can enjoy in the school day e.g., favourite subject, playing with their friends at break-time or a specific teacher.
- Devise a step-by-step plan, identifying a clear goal and work out a series of gradual steps to build up to this.
- Celebrate and notice small achievements such as getting out of bed at the right time and getting their belongings ready the night before school.
- Increase social contact and any enjoyable activities which can build confidence and lift low mood e.g., seeing friends and clubs.
- Encourage them to do some regular exercise as this can reduce the levels of stress hormones.
- Learn relaxation techniques such as mindfulness and practice deep breathing exercises daily.
- Support with good sleeping habits e.g., calm bedtime routines and make sure there is reduced screen time in the evening.
- Make sure your child eats regularly and has a healthy diet e.g., not eating too much sugar or caffeinated drinks.

It's also important to remember that progress isn't always linear. If your child finds it difficult to go to school on one day, keep an optimistic approach and start again the next day.

How do I talk to my child about their worries?

A good place to start is to encourage your child to be a 'thought detective' which is based on principles from cognitive behavioural therapy.

You can do this by encouraging your child to use the mnemonic of the 'The Three C's':

- Catch it – ask your child to think of one worried thought e.g., can you tell me one thing you are worried about? What do you least like about going school? If you have one wish, what would you change?
- Check it – next ask them to collect some evidence to support this thought e.g., what is the evidence that this true? What is the evidence that this is not true?
- Change it – get them to think about the evidence and consider if the worry is true e.g., on balance what do you think about that worry now? Is there an alternative way to think about the problem?

How do I help my child in an anxious moment?

Your child is shaking. They are holding their chest because they can't breathe. Their breathing is getting heavier and heavier. When your child is feeling very anxious or stressed like this, the most important thing you can do in the moment is to help them calm down and relax. Talk in a calm voice and reassure them that they are ok and experiencing symptoms of anxiety.

# ATTENDANCE TIPS

There are lots of different calming techniques you can use, which will mean it may require some trial and error. It's important to build up a 'personalised toolbox' of coping skills.

Here are some strategies that you can try:

1. **Physical touch** – a long hug can give reassurance in the moment to a child, releasing feel-good hormones which are called oxytocin.
2. **Breathe slowly and deeply together** – get them to inhale slowly for 2-5 seconds through their nose, hold for another 2-5 seconds and exhale through their mouth slowly.
3. **Mindfulness** – the 'Body Scan' is a simple exercise which encourages your child to be present in the moment. Start by having your child lie on their back and close their eyes. Tell them to tense all their muscles in their body as tight as they can. Tell them to start with their feet, squeezing their toes, then encourage them to move slowly up through the rest of their body into their legs, knees, stomach and all the way up to their eyes. Guide them step-by-step through this process.
4. **Writing down worries** and then tearing them up and throwing them away, can symbolically help to throw away any negative thoughts in the moments.
5. **Distraction techniques** – watch a favourite show or something funny on YouTube, play a game, sing a song, talk about a fun event coming up, take a shower or have a cold drink, or do a physical activity like jumping on the spot or on a trampoline.

## What else can I do?

It can be really difficult to see your child unhappy or anxious. Your well-being is important so make sure you have someone to talk to and remember to look after yourself.

## Where else can I get further information or help?

It is important to speak to someone at school about any concerns you have, but you can find some examples of further information and resources below.

### Young Minds

Specific advice around school anxiety is available at: [School Anxiety and Refusal | Parents' Guide to Support | YoungMinds](#)

### Not Fine in School

Parent and carer led organisation offering information and practical resources for families of children struggling with school which is available at: [Not Fine in School – School Refusal, School Attendance](#)

### Starving the Anxiety Gremlin by Kate Collins-Donnelly

A cognitive behavioural Therapy Workbook is a helpful way for a young child (age 5-9) to understand what anxiety is and work through how to get their anxiety under control.

### The Huge Back of Worries by Frank Rodgers

A reassuring picture book encouraging children (age 4-8) to open up about their fears and anxieties to help manage their feelings.

### Think Good, Feel Good by Paul Stallard

A practical resource in print and online with a range of activities and worksheets. The book contains 10 modules that can be worked through as a complete programme or sections can be adapted for individual use.