



**Growing Together
at Glynwood**

Glynwood Gardens
Gateshead
Tyne & Wear
NE9 5SY
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Newsletter 29.6.26

July 2026

Friday 3rd July - Year 1 and 2 Sports Day - 2pm

Friday 3rd July - Y5 visit to Ingram Valley

Friday 10th July - Reports out to pupils

Friday 10th July - Y2 visit to Northumberland Zoo

Tuesday 14th July - Y6 leavers play 2pm and 5pm

Friday 17th July - 9:15am - Year Six Leavers Assembly

Friday 17th July - Last Day of academic year 2025-26

September 2026

Tuesday 1st September - Teacher Training Day - school closed to pupils

Wednesday 2nd September - pupils return to school for new academic year.



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Primary School
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Dear Parents and Carers,

Hopefully everyone enjoyed the extra day in the sunshine on Friday and made the most of the long weekend. It was a very busy 4 days in school that culminated in a fantastic Summer Fayre. On behalf of myself and the staff, we would like to say a huge thank-you for your support on Thursday. I would also like to thank the staff for their hard work in organising and running the event.

It was extremely successful and everyone seemed to enjoy the day and the good weather. We have raised approximately £2500 for school funds and this will prove a very useful boost to the school finances.

There are many prizes to be collected as a result of the raffle draw which took place towards the end of the afternoon. Please check the attached list to see if you are a winner. Prizes can be collected from the school office.

Reminders

Balances - As we are nearing the end of the academic year, could we ask you to settle any outstanding balances for school lunches, breakfast club and after school club please.

Transition days - Year 6 pupils will be visiting their secondary schools on Tuesday and Wednesday this week, so don't forget and turn up to Glynwood by mistake! Make sure you follow the rules that your secondary school has set for the 2 days regarding start times, uniform, lunches etc. If you are not sure then contact their school directly.

New Classes - In school, your child will meet their new class teacher for September on Wednesday 1st July instead of the Tuesday as a few staffing issues have come up that means a change of day is more suitable for the class swaps. Sorry for any inconvenience.

Wood for Forest School - If anyone has any wood going spare that could be used in Forest School, Mrs Allom would be most grateful for any donations

Parent Workshop - see attached flyer for details

Thank you again for all of your support - hopefully everyone has a lovely week.

Kind regards

Mr Otterson

Our Safeguarding Children Team



If you are concerned about a child, please talk to us

Child Protection and Safeguarding

Child Protection and Safeguarding are always an absolute priority in school. Our designated safeguarding leads and deputies are: Vicky Nellis (Head Teacher), Simon Otterson (Deputy Head), Sarah Brunskill (Assistant Head), Esther Commons (SENDco), Jude Etherington (Curriculum leader), Vic Birkbeck (Family Support Worker), Helen Moss (Afterschool club lead). Please talk to any of us about any concerns that you may have. Posters displaying photos of the designated safeguarding leads are displayed around school.

If you have concerns about a child in your community, you have a number of options:

- 1) You can call 101 and ask for some welfare advice. This can be done anonymously.
- 2) You can visit the NSPCC website on: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/> or you can call the NSPCC helpline on 0800 800 5000, You can report concerns here anonymously too.



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Dear Families,

It is really important that we work together to improve attendance for all of our children. One area which can be contentious is term-time holiday requests. We need families to be open and transparent regarding holidays (for safeguarding reasons and so children aren't asked to lie), but the statutory and legal guidance around this is much stricter and is a national priority for the government.

I know that the vast majority of families do not take term-time holidays, so I apologise for the blanket communication, but it is vital that families understand the systems and the legal guidance.

Leave of absence forms should continue to be completed for ALL requests. If you feel that you have exceptional circumstances around a term time leave of absence request for your child (as in there are exceptional reasons why the absence has to take place on a very specific date in term time for an exceptional reason (as outlined below)) then this needs to be outlined in writing. I will then consider the information provided to me and the decision will be made whether to authorise the absence, but again I must reinforce, I can now only authorise term-time leave of absence requests in the most exceptional circumstances and these will be very rare.

Holidays will not be authorised.

I am more than happy to discuss any aspect of your child's learning or well-being and have an open-door policy for this, however **term-time leave of absence procedures are very clear and I am not willing to discuss decisions made with families.** I will also not discuss other children's absences for confidentiality and GDPR reasons. When guidance is very clear, as it is now, questioning decisions made puts everyone in a difficult position and can put a strain on relationships between school and families, which we want to avoid at all costs. Aggressive communication towards staff will also not be accepted for any reason, including communication around term-time leave of absence requests.

Please see the guidance below which is taken from our Attendance Policy which meets the legal and statutory requirements set out by the Department for Education. This is the same as the communication sent out to parents in previous newsletters.

Best wishes

Vicky Nellis

Head Teacher

4.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent.

We define 'exceptional circumstances' as **where there are unavoidable reasons for the leave of absence not falling during school holiday time. For example, visiting a very sick relative in a different area or country, an immediate family member's wedding or an immediate family member's funeral. Exceptional Circumstances also apply if a child is involved in sporting or creative events, but school do need evidence of these dates.**

Exceptional circumstances are truly exceptional and this will be applied consistently across all requests.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or the school website. The headteacher may require evidence to support any request for a leave of absence.

4.3 Legal sanctions

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Warning letters are no longer issued.

If issued a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice **cannot be issued** to the same parent in respect of the same child **within 3 years of the date of issue** of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.



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