



Growing Together  
at Glynwood

Glynwood Gardens  
Gateshead  
Tyne & Wear  
NE9 5SY  
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## Newsletter 10.7.26

### July 2026

Tuesday 14<sup>th</sup> July - Y6 leavers play 2pm and 5pm

Wednesday 15<sup>th</sup> July - Year 3 and 4 Water fight 2pm

Thursday 16<sup>th</sup> July - Year 6 disco 1-3 pm

Friday 17<sup>th</sup> July - 9:15am - Year Six Leavers Assembly

Friday 17<sup>th</sup> July - Last Day of academic year 2025-26

### September 2026

Tuesday 1<sup>st</sup> September - Teacher Training Day - school closed to pupils

Wednesday 2<sup>nd</sup> September - pupils return to school for new academic year.



Glynwood Community  
Primary School  
Growing Together at Glynwood

Dear Parents and Carers,

Phew what a scorching week we have had in school! It has been another jam-packed week including fantastic trips, amazing play rehearsals and epic water fights on the school field! The children have managed very well in the heat and done well with remembering hats, fans, suncream and extra water bottles. If the heatwave continues into next week, we will continue to be a bit more relaxed on uniform to keep everyone safe and comfortable.

There are a number of events next week, especially for Year 6 pupils before they leave us at Glynwood. Hopefully, parents and carers will be able to attend the play on Tuesday and the Leavers' assembly on the Friday. I am sure they will be fantastic, but probably quite emotional too!

### Reminders

**Bikes and scooters on site** - please can we make sure bikes and scooters are not ridden on the school site. We had quite a serious accident this week and we just want to make sure everyone is safe. This includes while parents and carers are waiting with younger siblings at drop off and pick up times. Thank you for your cooperation in this matter.

**Reports** - You should have received your child's school report today. If this did not happen or you require an extra one, please contact the school office.

**Year 6 play** - if you have not yet secured your tickets for the play, please see the office as soon as you can. Any tickets left spare by end of school on Monday can then be bought for families who would like extras.

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

On behalf of myself and all the staff, thank you again for all of your support - hopefully everyone has a lovely weekend.

Kind regards

Mr Otterson

## Our Safeguarding Children Team

Designated Safeguarding  
Lead



Name: Mrs Nellis

Designated Safeguarding  
Deputy



Name: Mr Otterson

Designated Safeguarding  
Deputy



Name: Mrs Birkbeck

Designated Safeguarding  
Deputy



Name: Mrs Brunskill

Designated Safeguarding  
Deputy



Name: Mrs Lowres

Designated Safeguarding  
Deputy



Name: Mrs Commons

Designated Safeguarding  
Deputy



Name: Mrs Etherington

Designated Safeguarding  
Deputy (After School Club)



Name: Helen Moss

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.



Glywood Community  
Primary School

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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