



Shenley News



Friday 27th February 2026

Spring term 2: issue 1

Welcome back to spring 2!

I hope you had a wonderful half term break and are ready for the new half term ahead. Please don't forget that parent consultations are taking place on 11th and 12th March - we look forward to celebrating your children's learning and achievements with you then.

Have a great weekend!

Miss Wheeler

Safeguarding at Shenley Primary School



Shenley Primary School is committed to the safeguarding of all pupils and takes seriously any breaches of the legislation. If you are concerned about any of our children, please come and talk to one of our Designated Safeguarding Leads (DSL).



Miss Georgie Wheeler
Headteacher
DSL



Miss Adrienne Azzopardi
Deputy Head
Deputy DSL



Miss Claire Gallagher
Class Teacher / SENDCo
Deputy DSL

Remember:

Any concern about a child is important and worth reporting. Sometimes the little things fit together to create a bigger picture and you could have the final piece in the jigsaw.

RECOGNISE – RESPOND – REPORT – REFER (0300 123 4043)

School Attendance Matters!

Regular attendance = better learning, wellbeing and friendships!



- Our attendance target is 96%
- Pupils must attend every day unless they are too ill - see NHS guidance
- Report school absences by 9am each day: call 01923855864 or email admin@shenley.herts.sch.uk
- Holidays in term time cannot be authorised unless there are exceptional circumstances
- Dental and medical appointments should be made outside of the school day where possible
- Arriving late after 9.15am will be recorded as an unauthorised absence

What happens if your child is absent?

Each day of absence

The school office will contact the parent/carer if the office has not received a message reporting child's absence by 9am.

When attendance falls below 93%

The school office may send a letter to the parent/carer on the importance of attending school.

When attendance falls below 90%

The school office may send a letter to the parent/carer on the importance of attending school. Parent/carers may be asked to provide medical evidence.

10 unauthorised sessions in 10 weeks

The school will send a notice to improve letter.

When there is no improvement after 3 weeks

An application for a fixed penalty notice may be made.

Let's work together to help every child shine!

PUNCTUALITY MATTERS



Why is Punctuality Important?

At Shenley Primary School, we expect all children to arrive on time each morning and to be punctual to every lesson. A prompt start sets a positive tone for the day, helping your child feel settled, focused, and ready to learn. Strong punctuality supports good attendance, and together these habits contribute to better outcomes for children and young people.

Arriving on time:

- Builds positive habits for future working life
- Maximises learning and academic progress
- Supports the development of friendships and social skills
- Boosts confidence and self-esteem

Arriving late, however:

- Puts your child at an immediate disadvantage compared with peers who arrived on time
- May place your child at risk
- Means missing key information and instructions at the start of lessons
- Can feel embarrassing or unsettling for your child
- Disrupts learning for other pupils
- Can negatively affect confidence and self-esteem



Reporting an Absence

Telephone: 01923 855864 Email: admin@shenley.herts.sch.uk

Please let us know your child's name, year group, date of absence, reason, and expected return date.



Registration Procedure

- Children should arrive by **8.45am**. School doors close at **8.55am**.
- Registers close at **8.55am**. Arrival after this time will be recorded as late, and after 9.15am will be recorded as unauthorised.

Appointments

Appointments should be arranged outside school hours wherever possible. If unavoidable, please inform the school office. (You may be asked to provide medical evidence before this can be authorised).

Supporting Good Punctuality

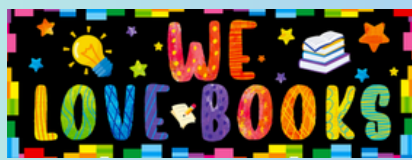
If you are worried about your child's punctuality, please contact us. We work in partnership with parents and carers to support all children.

Legal Responsibility

Parents and carers have a legal responsibility to ensure children attend school regularly and on time under the Education Act 1996.



The class with the best attendance (**97.4%**) this week was **Dormouse Class** - well done for winning the attendance trophy!



Over the next few weeks, we have some very exciting reading events planned...

WORLD BOOK DAY **THURSDAY 5TH MARCH 2026**

To help us make the day enjoyable and focused on the love of reading, we are:

- inviting pupils to come to school in comfy reading clothes (such as pyjamas, joggers, or anything cosy) or to dress up as a character from their favourite book!
- taking part in a teacher reading swap: this is lovely way for the children to hear new voices, discover new books, and share the excitement of reading across the school!

WE ARE CELEBRATING
Book Week!

FROM MONDAY 16TH MARCH 2026!

Our whole-school focus during Book Week is the story of **Pinocchio**

We will be starting the week with a special visit from 'West End in Schools', who will be working with the children to create a dance retelling of the story - it promises to be a wonderful way to bring the tale to life and spark the children's imagination!

We will finish the week by inviting you in to see the fabulous work that the children have been doing!

Parent/carer Code of Conduct

At Shenley Primary School, we believe that a respectful and supportive school community helps every child thrive. We value strong partnerships between parents, carers and staff. We are very fortunate to have supportive and friendly parents and carers, who recognise that educating children is a process that involves collaboration between parents, carers, class teachers and the wider school community. Please see the link below for our Parent/Carer Code of Conduct - this outlines the conduct we expect from all parents, carers and visitors. This is so that we can continue to flourish, progress and achieve in an atmosphere of mutual respect and understanding, where all can feel happy, united and inspired:

https://www.shenleyprimary.co.uk/_site/data/files/migrated/policies/FA23460B771581EA887E52204130D04A.pdf

Year 6 Assembly

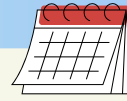
Year 6's assembly was fantastic! It focused on fairytales - the theme of their writing topic! The children retold the story of Cinderella with some fantastic acting and discussed the moral of the tale. We are so proud of you Year 6; you made our Thursday!



Bikeability

This week, Otter and Dormouse classes took part in a Bikeability talk to prepare Year 5 for their upcoming sessions and to get Year 4 excited for their turn next year!

Dates for your diary



Please keep checking this section of the newsletter as dates may be added or amended.

March:

Thursday 5th: 9.05am - Year 5 Otter class assembly for parents/carers to attend
- World Book Day

Wednesday 11th: parent consultations

Thursday 12th: parent consultations

Week starting 16th - Book Week

Thursday 19th: 9.05am - Year 4 Dormouse class assembly for parents/carers to attend

Thursday 26th: 9.05am - Year 3 Stag class assembly for parents/carers to attend

Friday 27th: break up for the Easter holiday (2pm finish)

Easter holiday: Monday 30th March - Friday 10th April.

INSET Day: Monday 13th April (children do not attend school)

April:

Tuesday 14th: children return to school at 8.45am

Book Fair: 14th April to 20th April

Thursday 23rd: 9.05am - Year 1+2 Fox Class assembly for parents/carers to attend

Thursday 30th: 9.05am - Hedgehog Class assembly for parents/carers to attend