

Friday 17th April 2026

Summer term 1: issue 1

Welcome to the summer term. With the sunshine making a welcome appearance, there have been smiles all around as we settle back into school life. Tuesday was a fantastic start - our Shenley Stars returned with great enthusiasm and demonstrated the valued behaviours we are so proud of. It was wonderful to see so many children and families enjoying exploring the Book Fair.

We have an exciting few weeks ahead; don't forget to check the 'dates for the diary' section!

Have a lovely weekend.

Miss Wheeler

Curriculum Information Page

Please check your emails to ensure you have received the Curriculum Information Page for your child's class for this half term.

This document is the best way to ensure you are up to date with your child's learning during summer 1.



Lockdown Procedures

We will be carrying out a lockdown practice this half term, just as we do with our regular fire-drill routines. Our aim is simply to help everyone feel confident and prepared in a calm, gentle way. During the practice, children will hear the alarm and remain safely in their classrooms while staff check that doors can be locked, blinds can be closed, and registers can be shared with the school office.

There will be no actions such as hiding or moving around - children will stay settled, supported and reassured throughout. We will talk to them beforehand so they understand what will happen and feel comfortable and secure every step of the way.

School Uniform

Please ensure your child is wearing the correct school uniform. You can find full details in the link provided.

A gentle reminder that trainers should not be worn to school - they are only part of the PE kit.

In line with updated guidance, we have also reviewed and amended our uniform policy to clearly show which items are compulsory and must include the school logo.

This updated information can be found here and will be sent out soon as a separate letter too:

<https://www.shenleyprimary.co.uk/attachments/download.asp?file=68&type=pdf>

Parent Courses

Please see our website or click the link below for information about upcoming courses:

<https://www.shenleyprimary.co.uk/courses-for-parents>

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)

Attendance and Punctuality

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.



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.

Healthy Snacks and Packed Lunches

At Shenley, we encourage healthy eating.

If your child is in KS2 we encourage you to send in a healthy snack for your child to enjoy at morning break time - our days are very busy and children need to stay full of energy! Fruit and vegetables snacks are provided for children in EYFS and KS1.

If your child goes swimming during the school day, please provide an extra healthy snack as they get very hungry! Snacks such as crisps, cereal bars, chocolate and cake must not be provided. Please remember that we are a nut free school. Please do not send in any nuts or products containing them.

Thank you for your support and understanding.

Whether squeezing it in before the school run in the morning or before bed on busy midweek evenings, preparing your child's lunchbox can seem like just another thing on the list. School meals are a great choice, but if you do make a packed lunch for your child then please click on the link below for a range of quick, easy, healthier lunchbox ideas and tips.

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>



Celebrations

Class	Star of the Week	Headteacher's certificate
 Hedgehog class	Skylar	Gaby
 Fox class	Amaia	Theodore
 Stag class	Lennon	Zayan
 Dormouse class	Charlotte H	Jack
 Otter class	Ava	Blake
 Squirrel class	Ruby	Skyla



Whole school attendance this week was

93.5%

The class with the best attendance (**97.3%**) this week was **Squirrel Class** - well done for winning the attendance trophy!



Dates for your Diary

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

April:

Monday 20th: Year 4 and Year 6 sports trip

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

Thursday 23rd: Year 1 parents/carers Phonics Screening Check information meeting (straight after the assembly)

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

Thursday 30th: Year 5 Vocal Project at Hertswood Academy during the school day (parents/carers invited to watch the concert at Hertswood Academy - please see letter for information)

May:

May Bank Holiday: Monday 4th May 2026

Monday 11th - Thursday 14th - Year 6 SATs week

INSET Day: Friday 22nd May 2026 (children do not attend school)

Half term break: Monday 25th May - Friday 29th May 2026

June:

Monday 1st: children return to school at 8.45am

Wednesday 3rd: Eco Warriors trip

Thursday 4th: Year 3 residential to Tolmers Wood

Monday 8th - Friday 12th: Year 1 Phonics Screening Check (PSC)

Monday 8th - Friday 13th: Year 4 Multiplication Tables Check (MTC)

Friday 12th: Shenley's Got Talent at 3.30pm

Monday 29th: Year 6 residential to Runway's End

July:

Summer holiday - last day of the school year is Wednesday 22nd July 2026

INSET day: Thursday 23rd July 2026 (children do not attend school)