



Burwell Village College Primary

Burwell Village College Primary School
The Causeway
Burwell
Cambridgeshire
CB25 0DU

Headteacher: Mr Antony Kern

24th August 2026

Dear Parents and Carers,

We hope you are having a fantastic summer holiday. We are looking forward to the commencement of the new school year on Wednesday 2nd September.

A couple of reminders to ensure that the school year starts really positively:

- Check school uniform against the policy (below), particularly school shoes (black, no boots, no logos)
- School gates open at 08:30. School officially starts at **08:40**
- School ends at 15:20 (this is the time we finish reading and line children up to go out to parents).
- Attendance and punctuality are crucial to success. Please make sure your child is at school on time every day. If your child is sick, it is imperative that you contact the school office to let us know. Please do not inform class teachers directly as they will have other priorities in the mornings.
- Now is a great time to do some additional reading to prepare children for the start of school. Just 5 minutes a day will help get them back into the expectations of school.
- Get back into routines – bed times, breakfast times and lunch times will probably have been different over the holiday. Now is a good time to start to get children's body clocks back into school routines.
- If your child has an allergy or medical concern that has been identified or changed significantly over the summer, please inform the office via email office@burwellvillage.cambs.sch.uk
- New free school meal information has been emailed to parents. Please read this carefully to ensure your child receives their meal entitlement.
- Think about lunch boxes and discuss what children would like in them. Make them as healthy as possible. New government guidelines are coming in to regulate what school meals can and should contain (more information will be sent out when it has been clarified).

The most important thing about returning to school is to be really positive about what the new year offers. This is a chance to learn new skills, gain new knowledge and make new friends. It is a chance to build on previous successes or where necessary to start afresh. A positive mindset going into the new school year will help children to succeed.

We are excited about what we can achieve together. We look forward to seeing you all next week.

Regards,

Antony Kern
Headteacher

Attached
Key dates for autumn
Uniform expectations
Attendance expectations and targets

Email: office@burwellvillage.cambs.sch.uk
Website: www.burwellvillageprimary.co.uk

Key dates

- **Tuesday 2nd September – first day of term**
- **Friday 23rd October – Non-pupil day (parent consultations online)**
- **26th – 30th October – Half term**
- **2nd November – start of 2nd half autumn**
- **9th November – Y3 Bikeability**
- **11th – 17th November – book fair**
- **Thursday 26th November – Mini medics Y2 & Y6**
- **Wednesday 2nd December Y4 trip**
- **Thursday 3rd December Y5 trip**
- **Tuesday 15th December pm – Reception Nativity**
- **Wednesday 16th am – Reception Nativity**
- **Thursday 17th December – Christmas lunch**
- **Friday 18th December – Last day of term**

Uniform

Upper body:

- Navy blue polo shirt.
- Navy blue sweatshirt or cardigan.

Lower body:

- Black skirt, shorts or trousers or pinafore dress. (No leggings, jeans, jersey skirts or dresses).

Footwear:

- Black flat shoes. No commercial logos
- **No boots** should be worn during the school day. (In cases of adverse weather, appropriate boots can be brought to school in a named bag so children can change for play time).
- Black socks.

P.E. Kits:

All children (Years 1-6) should wear appropriate kit for PE lessons on Fridays. Children must wear:

- Navy blue t-shirt. (No commercial logos)
- Black shorts.
- Navy or black tracksuits for winter sports.
- Suitable footwear (plimsolls or Black or white trainers children must change their footwear for PE lessons). No commercial logos.

Swimming:

- Boys to wear swimming trunks / shorts.
- Girls to wear an all-in-one swimming costume (no bikinis).
- All children must wear a swimming hat.

Jewellery:

- **Items such as bracelets or necklaces must not be worn to school.**
- If a child has pierced ears then small studs may be worn as long as the child is able to remove them when required to do so. Earrings must be removed for PE lessons. Please do not have children's ears pierced during the school term – only the Summer holiday is appropriate to give sufficient time for piercings to heal.

Hairstyles:

- **Long hair must be tied** back at all times. (Long is defined as any hairstyle that can be put into a pony tail).
- Please ensure that hair styles are appropriate for a school environment (no bright colours and no patterns shaved into hair). Hair accessories should also be plain and minimal.

The policy supports the high-expectations of behaviour and personal responsibility that the school expects from pupils. Where the policy is not adhered to, pupils will be reminded of the expectations (along with their parents or carers if appropriate, particularly taking into account the age of the child). If the policy continues to be ignored then children may be removed from lessons until such time as the uniform is corrected.

Attendance

The below is taken from the attendance policy which can be found [here](#). This year we are aiming to continue to improve our attendance figures. We are aiming for:

25% excellent attendance (fewer than 1.5 days absence)

55%+ good attendance (fewer than 9.5 days absence)

<8% persistent absence (persistent absence is 20 days absent across the year)

Late after registers close is identified as a session absent.

Lateness and attendance are monitored daily by the **school attendance officer** who will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Raise concerns with parents/carers of identified patterns of lateness with an initial 'Late Letter'.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Raise concerns with parents/carers once attendance has fallen below an acceptable level.
- Offer support or signpost to other areas of support within the community.
- **Early Intervention**
 - Step 1. Class teacher to discuss initial concerns around attendance and sign-post to well-being team if appropriate. Noted with office.
 - Step 2. **Letter 1** advising parent/carers of our concerns regarding the level of their child's attendance/lateness, and offering support (below 96% end of Autumn Term or where concerns were raised the previous academic year end of autumn 1.)
 - Step 3. **Letter 2** Send a letter to offer support and further explain the effect the absence/lateness is having on the child. (Below 93%)
- **Formal Intervention**
 - Step 4. **Letter 3** Send an invitation to attend a meeting to enter into an Attendance Contract. This is a supportive meeting, entered into voluntarily to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed. (below 90% or 10 absences in 10 weeks)
 - Step 5. Should the Attendance Contract fail to improve attendance, or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age.
- At Step 3 or 4, school might consider using a Notice to improve letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school, before referring parents for legal sanctions.
- Following use of one of the pathway above, if attendance does not improve, school will refer to the Local Authority for legal sanctions. (Step 5)
- Liaise with other external organisations in relation to a pupil's attendance/lateness.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor pupils and follow procedures for pupils who are 'Children Missing in Education'.
- Follow reporting procedures for parents who have requested to home educate their child.
- Follow statutory procedures when deleting a pupil from roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Reporting pupils to the Local Authority when they have 10 consecutive 'O' coded (unauthorised absence) sessions in school.
- Report pupils with unauthorised term-term leave absences (10 consecutive sessions of 'G' codes) to the Local Authority for issuing of a legal sanction to parents/carers.
- Report pupils with 15 consecutive days of 'I' (illness) codes to the Local Authority.