



Dear Parents/Carers,

I would like to give a big shout out to my fantastic office team!

Schools are busy and often quite complex organisations. At Mundella we have around forty staff and volunteers, a budget of over a million pounds and nearly two hundred pupils and their parents.

Although my teachers may have to manage a small team of staff, a budget (if I let them spend anything) and deal with around thirty children and their families this significant task pales into relative insignificance when it comes to the brilliant team that manage our admin and finance.

Not only do they ensure that all of the orders for resources, money from home, communications within and beyond school, look after the front desk, website, emails and also put up with me, a big part of what they do is maintaining attendance and monitoring punctuality and absence.

As you can imagine they are always particularly busy and any time and stress saved is a bonus. Therefore I am bringing to your attention my concern at them having to call parents to see why children are absent.

It is a parent's responsibility to inform us of an absence before the start of the school day. You may leave a message, speak to one of the team or leave a note with another member of staff. Please avoid leaving a verbal message on the gate or with a class teacher as, with the best will in the world, these do not always get to the office with any significant speed.

However, much more than this, the calls home are intended as a safeguarding check. If a child has not turned up at school we immediately have a concern for their welfare. Any unnecessary calls home may mean that we do not pick up on a real issue quickly enough.

Please help us to help you and, if you get a chance, join me in saying thank you to our awesome office team.

Have a great weekend,

Mr F. E. Westmorland

## Notes

- Years R, 1 and 2 will be visiting Folkestone Fire Station. Each class will have a different slot throughout the day.
- Please ensure your child has some spare shoes (ideally wellies) and a coat on days that they do outdoor learning.
- You should have received a link via email to login to the new payment system. If this has not been received then please let us know as soon as possible.

## Wrap Around Club

We currently have some spaces available in our after school wrap around club for any parents who are struggling with childcare. The club runs from Monday to Thursday from 3:15-5:15pm and costs £6 per day.

Children will be provided with a small snack and plenty of fun activities.

If you are interested then please phone or email the office so we can provide you with a form.



## Flu Vaccinations

The school nurse team will be coming in to carry out nasal spray flu vaccinations on 12<sup>th</sup> October 2021. You must opt in if you wish for your child to receive the spray.

**Please complete the online to opt your child in or out for before 9am on the 10<sup>th</sup>**

**October:**

<https://childconsent.co.uk/kchft/consent/search>

