

# School Entrance and Lateness

Dear Parent/Carers,

Only parents of pupils in Nursery and Reception will be permitted to enter the **Early years school gate**.

All other year groups must be dropped off at the gate, and parents will not be allowed beyond this point.

## Lateness

We are writing to remind you about the importance of being on time for school each morning. The school gates close promptly at 8:45am, and all children are expected to be in their classrooms, ready to start learning, by this time.

If your child arrives at the gate as it is closing or after it has closed, they will be marked as late. At this point, you must take your child to the main office, where they will be signed in and taken to their classroom.

For parents/carers with children in EYFS, if the gate closes while you are still inside the EYFS area, you will need to exit through the main office with the help of a staff member or senior leader.

We also want to stress the importance of respectful and polite behaviour towards staff at the gate. Senior leaders closing the gate are ensuring the day runs smoothly for all children, and any impolite or disrespectful behaviour will not be tolerated under any circumstances.

We are monitoring children who are regularly arriving late and will speak directly to parents/carers if this becomes a concern. Being on time is vital for your child's learning, and we have high expectations for both attendance and punctuality. We appreciate your cooperation and understanding as we work together to provide the best start to the day for all pupils.

Kind regards,

Senior Leadership Team

# CHALKHILL PRIMARY SCHOOL

Barnhill Road - Wembley - Middlesex - HA9 9YP



***'Learning together to aspire and achieve.'***

Telephone : 020 8904 4508

Website <https://www.chalkhillprimaryschool.uk>

E-Mail: [admin@chalkhill.brent.sch.uk](mailto:admin@chalkhill.brent.sch.uk)

Follow us on Twitter: @ChalkhillSchool

Head teacher: Mr Rayno Cloete

Friday 17<sup>th</sup> July 2025

Dear Parents and Carers,

## **RE: Formal Warning or Education Penalty Notice**

We are writing to you because this year, we aim to have an absence rate below the national average and to exceed our attendance target. We think it is very important that all our pupils benefit from 190 days of learning to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment. We are asking you to support the school by ensuring your child achieves excellent attendance.

Here are some of the ways in which you can help our school achieve excellent attendance:

- Aim for your child to have 100% attendance.
- You can make a request to me in advance if you feel you have exceptional circumstances for your child to be absent during term time, however permission may not be given, and my decision is final.
- We expect pupils to arrive at school on time. Late arrivals disrupt the education of others. Pupils arriving after the register has closed will be marked in the register as having an unauthorised absence. The school attendance policy states the time that the attendance register closes in the morning: (e.g. 30 minutes after registration);
- We do not expect pupils to come to school when they are sick, but parents of children with regular sickness absence will be expected to provide us with medical evidence before we authorise further absences;
- Avoid medical and dental appointments during school time;
- If you or your child is having difficulties and these impacts on their attendance, please make an appointment with a member of staff to discuss additional support.

We have an expectation that once we have notified a parent about attendance concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, we will discuss this with our link Education Welfare Officer, and if necessary, make a referral to Brent Education Welfare Service.

The Education Welfare Service may issue a parent with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute if a child is persistently absent over a minimum period of 10 weeks. If a parent is issued with an EPN, they risk receiving a fine from Brent Council of £120 if paid within 28 days. This is reduced to £60 if paid within 21 days. Fines for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted in court for their child's unauthorised absence. For further information, a copy of our attendance policy is available to read in the school office or you can find the Education Welfare Service's Non-School Attendance, Education Penalty Notices, Local Code of Conduct on Brent Council's website [www.brent.gov.uk](http://www.brent.gov.uk)

Regards

Head teacher



SUPPORTING  
CONNECTING  
INFLUENCING



LONDON BOROUGH OF BRENT



We are celebrating Jeans for Genes day on  
**Friday 19<sup>th</sup> September.**

Jeans for Genes Day is a UK-wide fundraising event for the charity Genetic Disorders UK, where schools, workplaces, and community groups wear jeans and donate to support children with genetic conditions.

Schools use the day to raise awareness and funds by allowing students to wear jeans and participate in related fundraising activities.

The money raised goes to organisations and projects that help families affected by genetic disorders.

Please send your child into school wearing jeans on Friday and  
**a contribution of £1 would be much appreciated.**

Thank you for your support.

Mrs Majeed PSHE

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## New Morning & Afterschool Clubs at Chalkhill –8th September to 24th October 2025

Dear Parents and Carers,

We are excited to announce the launch of our new Morning and Afterschool Clubs at Chalkhill, running every weekday – a full 7 weeks of enriching activities and support for your children, delivered by *All Sports London*.

Morning Club: £7 per child, per chosen day for 7 weeks

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning Club</b> 7:45 – 8:30	<b>Multi-Sports and Arts &amp; Crafts</b> Reception to Yr 6	<b>Multi-Sports and Arts &amp; Crafts</b> Reception to Yr 6	<b>Multi-Sports and Arts &amp; Crafts</b> Reception to Yr 6	<b>Multi-Sports and Arts &amp; Crafts</b> Reception to Yr 6	<b>Multi-Sports and Arts &amp; Crafts</b> Reception to Yr 6

After School Clubs: £35 per child, per club for the full 7 weeks

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>After school</b> 3:15- 4:15	<b>Football and Arts &amp; Crafts</b> Reception, Yr 1, 2 and 3	<b>Football and Arts &amp; Crafts</b> Yr 4, 5 and 6	<b>Dodgeball, Bench ball, and Arts &amp; Crafts</b> Reception, Yr 1, 2 & 3	<b>Dodgeball, Bench ball, and Arts &amp; Crafts</b> Yr 4, 5 and Yr 6	<b>Multi-Sports, Dance and Arts &amp; Crafts</b> Reception to Yr 6

We encourage early registration to secure a place. We look forward to welcoming your children to these exciting new clubs! Please ensure your children brings their PE kits for the club lesson.

**NOTE:** Clubs must be booked in half term block (7weeks) for each chosen day.

Warm regards,  
PE Department



SUPPORTING  
CONNECTING  
REFLECTING



LONDON BOROUGH OF BRENT





KINSPIRATION  
GROWING MINDS & THE COMMUNITY

Empowering Learners  
Building Confidence  
Exploring Creativity

# CRAFTS AND CREATIONS

SIGN UP FOR OUR WEEKLY  
ARTS AND CRAFTS CLUB!

EACH WEEK, WE WILL MAKE AND CREATE  
SOMETHING SPECIAL TO TAKE HOME.  
LET'S UNLEASH YOUR IMAGINATION!

THE  
POWER  
OF  
YOU

5 SESSIONS A HALF-TERM BEGINNING  
THURSDAY 18TH SEPT-THURSDAY 16TH OCT  
£30 PER CHILD

Register at school to receive payment link  
For questions and more information email  
Annie - [kinspirationcic@gmail.com](mailto:kinspirationcic@gmail.com)

Follow on Instagram: [@kinspirationcic](https://www.instagram.com/kinspirationcic)  
[@annieskidsclub](https://www.instagram.com/annieskidsclub)





**PHYSICAL  
WELLBEING**



## **FITNESS AND CIRCUITS AFTER SCHOOL CLUB**

**THURS 18TH SEP - THURS 16TH OCT**

**15:15-16:20**

**YEAR 4-6**

**£15 PER CHILD FOR 5 SESSIONS  
EACH HALF-TERM**



**JOIN OUR WEEKLY SPORTS  
SESSIONS TO MAKE HAPPY AND  
HEALTHY LEARNERS!**

Instagram:  
@kinspirationcic  
@annieskidsclub  
@fffituk



**Chalkhill**  
Primary School



# The Crunch – Week 1

This is our Menu  
for this week

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN (OPTION 1)	Tomato Fusilli Pasta Bake <b>WHEAT &amp; MILK</b>	Chilli Con Carne <b>CELERY</b>	Sweet Potato & Paneer Curry <b>MILK</b>	Jerk Chicken	Panko Crumbed Fresh Fish of the Day <b>FISH, EGGS &amp; WHEAT</b>
MAIN (OPTION 2)	Green Pesto Pasta <b>WHEAT</b>	Chilli Sin Carne <b>CELERY</b>	Sri Lankan Coconut Daal	Jerk Halloumi <b>MILK</b>	Crispy Fried Vegetable Pakoras
SIDES Where main includes, portion will be offered as optional extra	Wholemeal Bread <b>WHEAT</b>	Tortilla Wraps and Salsas <b>WHEAT</b>	Basmati Rice	Jollof Rice	Skin on Potatoes, Tartare Sauce with Capers & Cornichons & Homemade Ketchup <b>EGGS &amp; SULPHITE</b>
VEGETABLES	Roasted Broccoli Salad Of The Day	Smoked Paprika Sweetcorn Salad Of The Day	Roasted Fine Beans Salad Of The Day	Rainbow Coleslaw <b>SULPHITES</b>	Minted Peas
EXTRAS	Fresh Fruit Available Daily				



# Crunch – Week 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN (OPTION 1)	Macaroni Cheese <b>WHEAT &amp; MILK</b>	Sweet & Sour Chicken <b>SOY, SULPHITES</b>	Chipotle Chicken	Lasagne Al Forno <b>WHEAT, MILK</b>	Panko Crumbed Fresh Fish of the Day <b>FISH, EGGS &amp; WHEAT</b>
MAIN (OPTION 2)	Tomato, Spinach & Olive Rigatoni <b>WHEAT</b>	Sweet & Sour Tofu <b>SOY, SULPHITES</b>	Mexican Beans <b>SULPHITES</b>	Vegetarian Lasagne <b>WHEAT, MILK</b>	Crispy Fried Vegetable Pakoras
SIDES Where main includes, portion will be offered as optional extra	Wholemeal Bread <b>WHEAT</b>	Jasmine Rice	Tacos, Dips and Chilli Sauce <b>WHEAT, DAIRY</b>	Rosemary Roasted Broccoli	Skin on Potatoes, Tartare Sauce with Capers & Cornichons & Homemade Ketchup <b>EGGS &amp; SULPHITE</b>
VEGETABLES	Honey Roasted Carrots Salad Of The Day	Stir Fried Vegetables Salad Of The Day	Carrot, Coriander & Lime Salad Green Salad	Chickpea, Herb & Lemon Salad	Minted Peas
EXTRAS	Fresh Fruit Available Daily				



## Chalkhill Primary School

### Term Dates

### Academic Year 2025/26

#### **AUTUMN TERM 2025**

Staff Inset	Monday 1 <sup>st</sup> September 2025
School starts for pupils	Tuesday 2 <sup>nd</sup> September 2025
Last day of term	Friday 24 <sup>th</sup> October 2025
Half Term	Monday 27 <sup>th</sup> October – Friday 31 <sup>st</sup> October 2025
Staff Inset	Monday 3 <sup>rd</sup> November 2025
School starts for pupils	Tuesday 4 <sup>th</sup> November 2025
Last day of term	Thursday 18 <sup>th</sup> December 2025 – finishing at 1.30pm
Christmas Holidays	Friday 19 <sup>th</sup> December - Friday 2 <sup>nd</sup> January 2026

#### **SPRING TERM 2026**

School starts for pupils	Monday 5 <sup>th</sup> January 2026
Last day of term	Friday 13 <sup>th</sup> February 2026
Half Term	Monday 16 <sup>th</sup> February – Friday 20 <sup>th</sup> February 2026
Staff Inset	Monday 23 <sup>rd</sup> February 2026
School starts for pupils	Tuesday 24 <sup>th</sup> February 2026
Last day of term	Friday 27 <sup>th</sup> March 2026 – finishing at 1.30pm
Easter Holidays	Monday 30 <sup>th</sup> March – Friday 10 <sup>th</sup> April 2026

#### **SUMMER TERM 2026**

School starts for pupils	Monday 13 <sup>th</sup> April 2026
Last day of term	Friday 22 <sup>nd</sup> May 2026
May Bank Holiday	Monday 4 <sup>th</sup> May 2026
Half Term	Monday 25 <sup>th</sup> May – Friday 29 <sup>th</sup> May 2026
School starts for pupils	Monday 1 <sup>st</sup> June 2026
Last day of term	Friday 17 <sup>th</sup> July 2026 – finishing at 1.30pm
Staff Inset	Monday 20 <sup>th</sup> July 2026

\*Dates are subject to change.

**R**espect **E**mpathy **A**spire **C**ourage **H**onesty