29th September 2023

Dear Parents/Carers

ATTENDANCE AND PUNCTUALITY

Firstly I would like to thank everyone who manages to get their children to school on time every day. I would also like to remind everyone of our attendance policy which is available on our website.

Entrance to Breakfast club is available from 8am to 8.15 am only. The Gates will automatically open at 8am. Please do not ring the buzzer or follow staff members through the gates until after 8am. Unfortunately if you arrive after 8.15 am your child will not be able to access the Breakfast club this ensures that all the children are served and have time to eat their breakfast before 8.30am

Access to the classrooms via the hall and the playground starts at 8.30 am. Breakfast club children are also taken to class at 8.30am.

For everyone’s safety, please enter the school grounds on foot. Please dismount scooters and bicycles and do not walk through the staff carpark. If waiting at the Hall entrance do not allow your child to go into the staff car park.

 If you bring your child to school by car, please comply with the road markings and signs that have been installed on Churchill Street by the local authority and PLEASE DO NOT BLOCK THE ENTRANCE TO THE CAR PARK not even for 1 minute as this is the access for the emergency services.

 The gates automatically close at 8.40 precisely. If you arrive and the gates are closed please ring the buzzer and enter through the school Reception area. Please do not leave your child at the door but come inside and complete the late book including full reasons why your child is late for school. It is not sufficient to simply write “late”. Lessons commence at 8.40 prompt.

If you child is not coming to school for any reason please let us know by telephone call, email, text or send a message on DOJO. This should be before 8.40 am on the day of the absence. Once the registers are closed a message will be sent to parents of children who have not informed us of an absence asking them to contact school. We would appreciate a response to these messages as your child’s welfare is our priority.

Please try to make Dental and Doctor appointments after 3pm

If your child is taking a holiday in term time you are required to complete a leave of absence form in advance. Forms are available from the office.

Each week the class with the best attendance is presented with a trophy

Thank you for your co-operation.

Mrs C Spinks

Head teacher.