



22 January 2019

Dear Parent/ Carer

**Safeguarding our Children - Attendance and Punctuality**

I am delighted to let you know that our building work is almost complete and the school is now a secure and safe site. This is excellent news given our plans to increase the use of outdoor space for learning. In line with our robust safeguarding systems we will be making further adjustments to our daily routines that I would like to make you aware of.

In order to encourage punctuality, independence and a crisp start to the learning day, we will be opening all doors at 8.40am but only for the children to enter in to school. As a safeguarding measure, we will not be allowing unaccompanied parents or carers to enter school at the start of the day except for the first half term of Reception, when we are embedding routines. Rather, we encourage children to access their classes independently.

For any vital information you wish to pass to the teachers, please write a short note that can either be passed to the teacher or dropped off at the school office. This will allow the teachers to settle the class first thing and focus on getting learners working.

I appreciate this is a big change as a safeguarding measure. Mrs Kingston and I will be available at the main office should you require any other assistance. Teachers will be available at the end of the day at the classroom door as soon as they have released their classes and you are very welcome to arrange a meeting with any member of the senior leadership team should you need to do so.

In terms of attendance may we remind all parents and carers that it is a requirement that you contact school and advise us if your child is going to be absent and notify us as to the reason for the absence. The process of notifying the school of a pupil absence is via the school office. The school telephone number 01423 886026 where there is an answer phone should no-one be available to take your call. Failure to let us know the reason for absence will result in school sending you a text as a reminder to contact us. If we have not heard from you by 10.30am a decision will be taken and a referral may be made to other services for us to ensure your safety and well-being and that of your child.

It should also be noted that unless we have notification as to the reason for the absence then a mark of "unauthorised" will be entered into the register.

I would like to remind you that we have a number of pupils with serious medical conditions and it is vitally important that we are aware of any infectious conditions throughout the school in order to inform parents.

Please help us to instil a habit of regular punctuality and attendance for your child and only keep your child at home when genuinely sick. Disruptions to learning cause a significant impact on your child's progress. Our expectation of school attendance is 97% and as parents and carers you have a legal obligation to ensure that your child attends school regularly and punctually. We are seeing an increase in the number of children arriving at school after the doors close at 8.50am and would ask that an effort is made to ensure your child arrives punctually in order to start their day alongside their peers. The early morning activity is designed to promote excellent learning behaviour to start the day and to embed key skills children will need in their English and Maths. To regularly miss these sessions will be detrimental to their learning.

I am sure you will agree that safeguarding is always the most important consideration and hope that opening the doors early allows you the time to drop children off at multiple entrances if necessary. If you have any concerns or queries, please do not hesitate to contact me.

We are looking to commence this new routine on Monday 28<sup>th</sup> January.

Yours sincerely

Miss Vivien Watson  
Headteacher

KS1 ( FS as appropriate )		KS2	
Doors open	8:40am	Doors open	8:40am
Early Morning Work	8:40am – 9:00am	Early Morning Work	8:40am - 9:00am
Doors Close	8.50am	Doors Close	8.50am
Registration	8.55am	Registration	8.55am
Session: 1	9:00am – 10:05am	Session: 1	9:00am – 10:05am
Assembly	10:05am – 10:20am	Assembly	10:05am – 10:20am
Morning Break	10:20am- 10:35am	Morning Break	10:20am- 10:35am
Session: 2	11am – 12 noon	Session: 2	11am – 12noon
Lunch	12 noon - 12:55pm	Lunch	12noon- 12:55pm
Registration	12:55pm – 1.00pm	Registration	12:55pm – 1pm
Session: 3	1.00pm -2:25pm	Sessions: 3 & 4	1 pm – 3:15pm
Key Stage 1 break	2:25pm – 2:40pm		
Session: 4	2:40pm – 3:15pm		
End of School	3:15pm	End of School	3:15pm

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