

## Punctuality



The school day is from 8.55am - 3.00pm. All pupils are expected to be in school for all of this time.

It is very important for every child to be in school on time every day. Valuable teacher input can be missed and the whole class disrupted by a late arrival

If your child arrives late, they can only gain access to the school by the main reception entrance on Vaughan Street. You will need to report to the office to ensure your child receives a mark for the session. This is very important to get this mark for your child so we know who is on the premises in the case of an emergency and the school meals are ordered based on who is marked present on the register.

Any child who arrives after 9.30am is recorded as 'unauthorised absence' which has to be reported to the Local Authority.

If your child is going to be late because of an appointment please notify school in advance and we will need to see the appointment card/letter so we can take a copy. If the appointment is mid- morning your child should attend school first and be collected from school prior to the appointment.

### Attendance

Good attendance is vital for your child's education - a lost day can never be repeated. The Governors expect each child to have 100% attendance.

The school does not allow any term time holidays: from 1<sup>st</sup> September 2013 the new law gives no entitlement to parents to take child/children on holiday in term time. Any breach of this will result in a Penalty Notice being applied for.



If your child is unwell or there is another reason why they cannot attend school please inform on 0161 789 2598, failure to do this will result in an 'unauthorised absence'. If a child receives 10 unauthorised absences (5 days) you may receive a penalty notice or a fine.

Each week the class with the highest rate of attendance and punctuality is celebrated in assembly. The winning class each half term is treated to a special event. Don't let your child spoil his/her class's chance of winning!!

## TIPS

- Remember school starts at 8.55am and the children need to be in the playground for this time.
- School offers free Reading Club for KS1 and KS2 from 8.30am
- A breakfast drop in is available each day, enjoy tea and toast with your child before school.
- Organisation is key in the morning - get uniform and school equipment ready the night before.
- Have a good regular time routine so that your child/children gets a good night sleep.
- Be sure to set the alarm early enough to have time for breakfast.
- We operate a WALKING BUS which escorts children to school.

If you need further information or support please contact school and speak to our Children's and Families Officer on 0161 789 2598.