



Thursday 3<sup>rd</sup> December 2020

Dear Parents and Carers,

We pride ourselves on providing outstanding educational provision for our pupils and will continue to work hard so your child can receive the very best during their time here at Park Hill Infants. In order to do this, we need your co-operation in some key areas including **attendance and punctuality**.

### Attendance

If your child is not well enough to attend school, please **call** the school office on 020 8680 0747 **before 9.30am on each morning of absence**. Please note that there is no provision for reporting of absence via email. If you are unable to speak to a member of the office team, please leave a message clearly stating your child's name, class and providing a reason for absence. Please note that if the absence is due to illness, we need to know specifically what the illness is or what symptoms are present (i.e vomiting, fever, flu etc).

Notifying us of the specific reason behind your child's absence can help us alert other parents and carers to illnesses that may be contagious and report certain illnesses to the appropriate health authorities.

### Leave During Term Time

We strongly discourage removing your child from school during term time. If you believe you have exceptional circumstances which warrant a leave of absence during term time, please complete a Leave Request Form which is available from the Office. Each request for leave is dealt with individually on a case by case basis.

Please note that, as of September 2013, Headteachers are no longer permitted to authorise leave for the purpose of a holiday under any circumstances. Term dates are published well in advance and are always available in the School Calendar section of our school website - [www.parkhillinfants.co.uk](http://www.parkhillinfants.co.uk). Please book your family's holidays during school breaks.

### Medical Appointments

Please schedule all non-emergency medical appointments (i.e. GP and routine dental) outside of school hours. If your child needs to attend a hospital appointment within school hours, please advise a member of the office team and provide the appointment card or letter which may be photocopied for our records.

### Punctuality

**Your child should arrive at school by no later than 9.15pm and be collected promptly at the assigned time for their class.**

Classes 3, 6 and 9 Collection Time: **3.15pm**

Classes 2, 5 and 8 Collection Time: **3.20pm**

Classes 1, 4 and 7 Collection Time: **3.25pm**

**Good punctuality** is also key to your child getting the best start to the day. Please ensure that your child arrives for school by 9.15am every day. Lateness means that your child misses out on precious learning time. We understand that there are days where, due to circumstances out of your control, your child may arrive late to school, but lateness should by no means be a routine occurrence.

Please encourage your child to be responsible for their own learning time by promoting good punctuality. Practical steps such as ensuring they get to sleep on time the night before and asking them to pack their school bag ready for the next day can help the family get out of the door on time!

In the event that your child does arrive after 9.15am to school, a responsible adult must bring them to the school's main gate located on Cotelands; a member of the office staff will ask you the reason for lateness, register your child and walk your child to class. Please feel free to speak with a member of the Headship Team if you feel there are barriers to your child attending school regularly and on time. All conversations will be held in the strictest confidence and with a view to supporting your child and family where possible.

I would like to take this opportunity to thank you in advance for your co-operation in the areas of punctuality and attendance.

Yours sincerely,



Ms J Charman

Headteacher