



Armfield Academy School Day

Lessons begin at 8.45am. **Please ensure your child arrives at school in plenty of time.**

The gates will be open from 8.20am

The school day is as follows:

Period 1: 8.45am – 9.45am

Break: 9.45am – 10.05am

Period 2: 10.05am – 11.05am

Period 3: 11.05am – 12.05pm

Lunch: 12.05pm – 12.50pm

Period 4: 12.50pm – 1.50pm

Period 5: 1.50pm-2.50pm

Tutor/Assembly: 2.50pm – 3.20pm

Absence Protocol

Should your child be too unwell to attend school, please call us on **01253 207702** and select **Option 1** to report an absence where you will be directed to leave a voicemail message.

There is no need to call the main office, the Attendance Manager will pick up the messages and return your call if you need to discuss further.

While we understand that some absences are unavoidable, we ask that if students have a mild illness such as a headache or a cold, that they are sent into school and have access to paracetamol as symptoms will often improve very quickly.

We ask that you make all medical appointments out of school hours where possible. For example, we have many instances of pupils with appointments at 11am and they are not coming into school before hand, which means they have missed a whole morning of learning

as opposed to an hour or so. This also means that they miss their morning session and therefore their overall attendance is affected.

School starts at 8.45am promptly and any students arriving after this time will be recorded as late.

As a school we do ask for your support with this important matter, please discuss the importance of attendance with your children – not just from an academic viewpoint (which goes without saying) but also for them to form and sustain social relationships as well as building on essential life skills.

Please feel free to call school if you need any support from us with attendance matters,

Contacts

Main Office – 01253 207 702 (then press Option 3)

To report an absence – 01253 207702 (Option 1)

School email: **admin@armfield.fcat.org.uk**