



Good attendance- what I must do as a parent

If your child attends well, they will do better at school. These are the things you should do as a parent to help your child attend well and achieve well:

1. Make sure your child comes to school every day unless they are unwell. Your child should also come to school on time. They should be in the playground at 8:35am every day if they are in Years 1 to 6, or 8:40am, if they are in the reception or nursery classes.
2. Tell us straight away if your child is absent. Please ring the school and leave an answerphone message with the following information: your child's name and class, the reason why they will miss school and your name.
3. You should not book appointments in school time. Book doctor, dentist and optician appointments after school, in the holidays, at weekends or on Friday afternoons. For hospital appointments, please tell us straight away if your child has been offered one and show the office staff the appointment letter or a copy of it on your phone.
4. Please do not book holidays during school time. We can't agree to them.

Finally, please collect your child on time every day. School closes at 3:30pm on Monday to Thursdays. School closes on Fridays at 12:10pm and children should be collected then. For children attending Friday afternoon club, they should be collected no later than 3:15pm.