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**OUR LADY & ST. BEDE**  
CATHOLIC ACADEMY

Head Teacher: M Wilkinson  
CEO: M Shorten M.Ed., BA (Hons)  
Chair of Directors: M Matthews B.Ed, NPQH

19<sup>th</sup> October 2022

Dear Parent/Carer,

I can't believe we are nearing the end of the first half term of the academic year.

It's been lovely to welcome our pupils back and there is a real sense of positivity around the school. We are especially proud of the way our new Year 7 pupils have adapted to and embraced new routines in their new school.

We remain as committed as ever to ensuring every child maximises every learning opportunity and is supported in doing so by our outstanding teachers and support staff. With that in mind, and to support our school expansion, we are privileged to be able to welcome a number of new staff to our school to complement our excellent existing team.

While academic success is a major priority, ensuring your child receives a holistic education in a happy, safe and secure environment is of equal importance.

Please encourage your child to take full advantage of the many enrichment clubs and opportunities we offer and support us by ensuring your child is punctual to school and adheres to our high expectations around uniform, deportment and learning routines.

Just a reminder that pupils will start their half term break when school finishes on Thursday 20<sup>th</sup> October and return on Monday 31<sup>st</sup> October 2022.

We believe that successful partnerships are based on strong relationships and positive communication. To that end, may I take this opportunity to thank you for your continued support and assure you of our total commitment to providing your child with the best possible educational experience here at Our Lady and St Bede Catholic Academy.

Best wishes,

Mrs M Wilkinson  
Headteacher





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## Some polite reminders:

### The Importance of Attendance

Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time. Pupils who miss school frequently can fall behind with their work and do less well in exams.

Pupils have had assemblies this half-term on the importance of good attendance and the impact of attendance on their future.

If you require any support with your child's attendance or punctuality, please speak to your child's Head of Year.

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- School's responsibility to record attendance and follow up absence
- The ability to issue sanctions, including fixed penalty notices, in line with the Local Authority's codes of conduct.
- The duty on the Local Authority to put in place arrangements for identifying, and to follow up with, children missing education.

### Medical Appointments

Due to the amount of school time lost since the pandemic we would ask that medical appointments be made outside of school hours wherever possible. If an appointment during the school day is unavoidable, please note that pupils should always attend school before their appointment and return to school after the appointment.

School requires medical proof to be provided for all medical/dental appointments. School must be notified of the appointment in advance to allow school systems to be updated.

We would be grateful if you could remind your child of their appointment on the day.  
Thank you for your continued support and cooperation.

### Allergies

A polite reminder that snacks, packed lunches including those brought for excursions should not contain nuts.

