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St Michael's
Catholic Academy

Head Teacher: Clare Humble

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BHCET CEO: Stuart McGhee

BHCET Chair of Directors: Yvonne Coates

20 November 2025

Dear Parents and Carers,

After a lovely summer, a mild and warm autumn, I think it is safe to say that winter has truly arrived this week!

Regarding student attendance, I want to thank you all for your commitment to supporting your child's education by ensuring that they attend school daily. As a school, we know that it is not always easy to ensure young people are in school when it is getting colder and they maybe do not feel 100%. Since the start of the academic year, with your support, we have been able to secure attendance figures which have been better than the national average, a tremendous achievement for us all, students, parents and the school.

We are now hitting the really cold weather and the winter bug season. To enable these high standards of attendance to continue, we would like to make you aware of the following points:

- **Breakfast Club is open to all children between 8.00am - 8.40am.** Students do not have to buy food or drink; they are very welcome just to come in and sit down and keep warm and dry.
- **At lunchtime, indoor spaces will be open for children to sit in with their friends,** so that students do not have to get cold outdoors but can remain warm and comfortable indoors.
- **Handwashing promotion.** We are very obviously encouraging students to pay attention to their general hygiene when using the toilets and ensure that they use regular handwashing to get rid of any bugs.

As parents, I would just like to remind you that if we feel that your child is too unwell and not able to continue in school, we will contact you directly and ask you to come and collect them. Please do not arrive at school to collect your child unless you have received the call from us. By doing this, it means we can keep a track of any illness or bugs at any early stage and act accordingly.

For those parents who may have children on any of our attendance support stages, we will ask for medical evidence, to authorise attendance due to illness. This is in line with the Department for Education guidance to ensure that all attendance/ absence is coded correctly. Finally, where a child is absent for 3 or more consecutive days, our attendance team will come round to complete home visits to see if we can offer any support.

Once again, I just want to thank you for all your support so far with attendance.

Yours sincerely,

Clare Humble
Headteacher



Act Justly, Love Tenderly and Walk Humbly with your God