WEST HOVE INFANT SCHOOL
A family of friends

HOVE JUNIOR SCHOOL
LEARN

Hove Junior School

Prospectus
2026 – 2027



School Buildings



Portland Road Site

The main school building was built in 1898 but there have been many additions, alterations and improvements since then. The school comprises of 16 classrooms, a computing suite, a galaxy themed sensory room, an additional classroom used for interventions and for creative drama and arts and various small group areas. There is also a hall used for a variety of purposes including as a gym, school assemblies and workshops.

Our Year 6 classrooms are in the upstairs extension, built in 2008. The canteen and children's centre were also built in 2008 and are shared with the Infant School. In recent years, the PTA have helped to renovate the grounds. Improvements include additional astro-turf recreational areas in the back playgrounds, a climbing wall, active mile markings and a new hedgerow. Four playing areas provide adequate recreation space, one of them being an astro-turf area with shade. This area is also used as an outdoor teaching and learning space. We do also have the use of facilities for games and sports at Wish Park. Our Year 4 pupils have swimming lessons at King Alfred Leisure Centre.





Holland Road Site

Holland Road building is shared with our linked Infant school. This means that children at the site can experience their whole primary journey from Reception to Year 6 in one location. In addition to the classrooms, the school enjoys a well-equipped and attractive playground. This includes our newly established enclosed garden area for wildlife with additional seating and wildlife planting and a 'Saplings' Forest School outdoor area which provides provision for our infant pupils. We have a climbing wall, astro turf area, active mile markings and separate garden and quiet areas. We are also working together with the PTA to develop small pockets of meadow land on the grounds and have renovated a new outdoor classroom provision.

The adapted building opened in January 2021 and can now hold up to 14 classes of Reception to Year 6 pupils. There is a specially built hall, computing suite, extensive library area and additional intervention spaces are spaced out on each separate floor.

We also have the use of facilities for games and sports at Ann's Well Gardens Our Year 4 pupils have swimming lessons at King Alfred Leisure Centre

School Session Times

Portland Road Site

The morning session is from 8.50am to 12.20pm. The afternoon session is from 1.15p.m. to 3.20pm. Parents are asked, in the interests of safety, not to allow their children to arrive before 8.40 am. The playground is not supervised until that time. Please make sure your child arrives in school by 8.50 am. All children who are late must report to the School Office.

Holland Road Site

The morning session is from 8.50am to 12.05pm and the afternoon session starts at 1.00pm. To ensure we can stagger pupils out of the building Year 3 and Year 4 pupils finish at 3.15pm and Year 5 and 6 pupils finish at 3.20pm. We ask you, in the interests of safety, not to allow children to arrive before 8.40am. All children who are late must report to the School Office.

Both Sites

We operate a fluid entry to school when the school gates open at 8.40am. All of the children come straight into class and must be in their classrooms by 8.50am.

We operate an open-door policy but please be aware that teachers have meetings and planning sessions after school, so they are not always available to meet with parents. It is therefore advisable to arrange an appointment if you need to speak with the class teacher in more detail.

Children are taken into the office if a parent/carer is late picking them up at the end of the school day. If you are ever unavoidably late or are changing who is picking up your child, please inform the office team.

Years 5 and 6 are able to walk home alone if a parent/carer has given consent on their child's Arbor profile. This cannot be a verbal permission for safeguarding reasons.

Uniform Guidance/Dress Code

Our aim is that the children at Hove Junior School look smart, wear clothes within our agreed range of colours and are dressed both practically and comfortably.

Please help us by adhering to our dress code:



- Black, navy or grey trousers or shorts (not denim)
- Black, navy or grey skirts (not denim)
- Blue/white gingham dress (Summer)
- White or blue t-shirt or polo shirt (with or without school logo)
- Royal blue sweatshirt with school logo *or*
- Royal blue hoodie with school logo *or*
- Royal blue zip-up hoodie with school logo *or*
- Royal blue zip-up cardigan with school logo *or*
- Other plain blue sweatshirts are acceptable

Please can we remind you to **LABEL YOUR CHILD'S UNIFORM**

Footwear

We ask that the children wear sensible and comfortable black shoes, trainers or boots (no high heels, flip flops, crocs etc.). We appreciate that some children will only have one pair of shoes for use both in and out of school – if these are trainers, they may be used for PE lessons as well.

Jewellery/Make-up

Please ensure that children do not wear jewellery or make-up to school, with the exception of small stud earrings, which are acceptable for school wear. Please refer to our Health and Safety Policy.

PE

We would like all children to come into school in their PE kit on the day they are taught PE and games (shorts/t-shirts/trainers). A school sports PE top is available from Logo Schoolwear. However, we aim to be inclusive and want all children to access PE/games. Provided they are sensibly dressed (particularly footwear), children will not be excluded from PE/games if they are not wearing their PE kit. Your class teacher and year group lead will notify you of your PE day/s.




Our own school uniform can be purchased at:

Logo Schoolwear, Industrial House, Conway Street, Hove BN3 3LW
Tel: 01273 321209 https://www.logo-schoolwear.co.uk

School Organisation

Portland Road Site

We have four single age classes in each year group. Most classes have 32 children. We work in mixed ability classes for the majority of the time.

Holland Road Site

The school opened in September 2014 as a junior school and in January 2021 expanded to house our linked Infant children operating as an all through primary experience. It can hold up to 14 classes of Reception to Year 6 pupils. EYFS & KS1 classes have a capacity for 30 pupils per class. All KS2 classes have the capacity for 32 pupils.

KS2 Classes are mixed at the end of each year in line with the school's Class Mixing Policy. There are many benefits to mixing classes up. Please see our 'Mixing Classes Policy' on the school website. For example:

- By the end of Year 6 every child will know and have worked with others across the whole year group.
- We will be able to ensure gender and ability balance year on year.
- The children will develop high level essential life skills (regarding making friends, working with others, managing change etc.)
- The children will be well prepared for secondary school.

Both Sites

Communication

Arbor – The school communicates to parents using Arbor**.** It is essential that you access this once provided with your log-in details, it is a free-to-download app. Please ensure the school has a current email address to set this up.
The Arbor App also lets parents track your child's attendance, update your contact details and give parental consents e.g. photo permissions/walk home alone permissions/trip etc.

Newsletter – this will be sent via Arbor to you every two weeks. It is the best way to stay informed of all the various things that happen in our busy schools. If you don't have access to a computer, you can collect a hard copy of the newsletter from the School Office or you can view it on our school's website: www.hovejuniorschool.co.uk

Bulletin – this will be sent via Arbor every Thursday. The bulletin was recently introduced as a way of limiting the number of e-mails sent home, and is the best way to keep up-to-date with upcoming events/dates and any important information.

Mobile phones

Mobile phones are not needed in school. In the event of sickness or an emergency, the child should report to the School Office, and one of the office staff will contact you if necessary. It is recognised that Year 6 and possibly a few Year 5 children, who are more likely to be out alone later due to clubs etc. and may walk to and from school without an adult, might need to bring a mobile phone for reasons of safety.
The phone must be a brick phone (a phone without access to the internet), turned off during the school day and handed to the class teacher. Consent can be given via your child's Arbor account.
Please see our mobile phone policy for more information.

If a phone is brought to school, the school will not be held responsible for its safekeeping should it be lost, or any calls made from it. Only in very exceptional circumstances, with prior agreement from the class teacher, should children in other year groups have a mobile phone in school.

Money

Children are not encouraged to bring money to school unless it is a contribution towards an activity. If your child needs to bring money for a bus fare or similar, please stress to them that it should be handed to the class teacher, in a clearly labelled and secure container (purse, wallet, tin etc.) for safekeeping collected at the end of the day. On no account should money or other valuables be left in coat pockets or bags.

Cycles/Scooters

There are cycle storage racks in the playground and all bikes and scooters should be locked. Cycle helmets should be worn when cycling. The school does not accept responsibility for cycles or scooters stored on the premises. Children must not cycle or scooter in the playground either before or at the end of the school day.

Toys

Children should not bring toys to school in particular electronic toys. Loss or damage of toys can cause great distress to children and great inconvenience to parents/carers and the school.

Visitors

In the interests of the children's safety and security, all visitors and parents must report to the School Office as they enter the building or playground areas. Parents / visitors must not enter through side doors. All visitors must sign in and they will then be given a red or green visitors lanyard.

School Meals

Lunches are provided with meals cooked on the school premises and a packed lunch can also be bought. We use a school online payment system called ParentPay that lets you make secure online payments by credit and debit card. School meals currently cost £2.60; this is reviewed annually at the end of the summer term. Details of how to register can be found on our website.

Please remember that:

Universal Infant Free School Meals are not available for KS2 children (Year 3-6)

- Parents who think their child may be eligible for free meals should apply for this online. Please follow this link to your eligibility https://www.brighton-hove.gov.uk/schools-and-learning/apply-online-free-school-meals# You can also find this link on the website.
- Children are not allowed to leave the school premises during the lunch break.
- Please let us know if your child follows a special diet for medical or religious reasons, or is a vegetarian/pescatarian. If you have previously completed the Caterlink allergy and intolerance form whilst your child was at West Hove Infant School, there is no need to do this again. Any newcomers to the school who have not previously completed the Caterlink allergy and intolerances form will need to request this from the school office.

Packed Lunches

1. Lunches should be brought to school in a small lunch box with the **child's name plainly marked on the FRONT.**
2. These containers should be placed in the class lunch crate provided for each class in their room.
3. Drinks (if brought) must not be in a glass container.

4. Children are not permitted to leave school at lunchtime to purchase food from nearby shops.
5. Should a child forget to bring a packed lunch or should it be lost, a member of staff will phone home to arrange for a replacement lunch to be brought into school. If this is not possible, they will be provided with a school meal and the costs reimbursed immediately to the school.
6. The school has a 'Healthy Eating Policy'. Could we please ask you to refer to these on our website and pack your child's lunch accordingly.
7. As we have a number of children who have severe nut and sesame seed allergies, we ask that **packed lunches do not include nuts or sesame seeds, or products containing nuts or sesame seeds**. Please see our Allergen Policy available on the website.

Snacks

Children can bring snacks in for break times. Please remember that snacks are **no longer provided in KS2** and it is up to the parent/carer to provide this. We encourage healthy eating so please provide only fruit and vegetable snacks at break-time (as in KS1). Please help us to promote this. Snacks will be stored in the classroom in the children's trays or in the class snack tray.

Helping in School

We welcome parent/carer helpers and other volunteers into the school. If you are interested in volunteering at the school, please read and complete our form in the Visitors and Volunteers Policy and our Safe Guarding leaflet both available at reception.

There are so many ways in which children benefit from the presence of extra adults in school. The staff welcomes help and at times we cannot manage without it. If you are interested in helping, please let us know. Here are some activities for which we would welcome helpers:



1. Reading to, and with, children
2. Helping with art or craft activities
3. Accompanying classes on educational visits/residential trips
4. Helping with sports activities and swimming
5. Fundraising events
6. Residential school trips

(Enhanced DBS checks are undertaken if you wish to help out on a regular basis. A copy of the Visitors and Volunteers Policy can be found on our website or a paper copy can be collected from the School Office)

Parent & Carer Working Group

Alongside our brilliant PTAs, we also have a Parent & Carer Working Group that sits across the whole federation. This working group is made up of parents with all different skills ranging from artists, musicians, fundraisers, IT specialists, finance, communications, carpentry, painting and decorating - you name it!

The main aim of the parent and carer working group is to create more learning and enrichment opportunities for the children, build links with the local

communities around the school, fundraise and generally get parents more involved in helping the school to thrive.

So far, they've taken on a range of projects ranging from manning the barriers at school road to ensure greater road safety at drop off and pick up, conducting an audit of the school website to improve their usability, conducting research with parents and nurseries to think of ways to attract even more children to our brilliant schools and pulling together a list of grants the school could apply for.

It is open to all parents and is a really unique and exciting opportunities for parents to meaningfully contribute to the school and help it thrive"

Medicines in school

Should it be essential that medicine be administered at school, the prescribed medicine should be handed into the School Office with the child's name **clearly marked** on a chemist's pharmaceutical label and written instructions on dosage and times. Parents are required to sign a form granting permission to administer the medicine. A child requiring medication must go to the School Office.
Pupils with on-going medication will have a personal Health and Medical plan. Equipment i.e. Ventolins/Epi-Pens will be kept in the medical room. The medication will be stored in a named zippy bag. It is the parents' responsibility to make sure medicine is replaced and kept in date. If your child goes out on a school trip, the medication will be signed out and back in. This should prevent medication from being taken home and not returned.

Head lice

Unfortunately, these appear from time to time in most schools. One infected child can pass lice to every other child, from head-to-head contact. We ask all parents to inform us at once if they discover any lice in their child's hair, so that we can ensure other parents take preventative action. It is most important that all parents regularly check their own child's hair. We advise weekly conditioning and combing with a special head lice comb, as a preventative measure. Where possible, long hair should be tied back. When headlice are confirmed in a class, a letter is sent informing parents and urging them to check the hair of their own children.

Homework

We use **Google Classroom** as an online learning tool for homework, for all year groups. Homework tasks are set online and completed online. Please refer to our online learning and homework policy on the school website. This will also be sent to all new parent/carers at the start each September.

Work is set **fortnightly**, and links closely to work covered in the classroom and school topic and includes:

- Skills based English and maths tasks will be included each time and will link to the learning in class
- Home learning will contain **spelling tasks** each time
- Learning and tasks will be scaffolded similarly to lessons in school
- Weblinks to supporting resources may be included
- Various levels of challenge will be included to stretch and support children when appropriate

- Additional extended **writing and creative tasks** will be part of the 'take home topic tasks' sent out termly
- Home learning may be self-assessed by the children, with the answers provided on the learning platform at an agreed time for each year group.
- Home learning may be reviewed in class, where the teachers will go over key learning points and explore any misconceptions
- Sometimes teachers will mark the home learning and leave individual comments on the learning platforms depending on the task that has been set
- Occasionally home learning will include additional topic, science or creative tasks for the children to complete
- Teachers may also include **mindfulness** tasks where appropriate

We also send home a list of suggested family learning '**Take Home Tasks'** that can be done individually, or as a family, as part of our termly topic information.

'**Activity Passports'**, providing parents with invaluable ideas for children, can also be found within your child's year group section on our website. These form an important extension to our curriculum topic work. We value homework but mainly set tasks that need to be supported by, and shared with, an adult to extend learning and motivate the children.

Parents Evening and School Reports

Parent consultation sessions take place in the autumn and spring terms, where we invite parents/carers to come into school to discuss their child's progress.

At the end of Year 6, the report will include end of Key Stage 2 SAT results and Teacher Assessments in Maths, English and Science. Additional telephone appointments with our Inclusion Managers can also be arranged via the inclusion email at school, or by contacting our SENCo administrator, Mrs Lou Molloy, on inclusionteam@hovejun.brighton-hove.sch.uk Please state the name of your child and which site they are on in your correspondence.

Clubs

Portland Road

Our **Breakfast Club** (7.45am-8.50am) and **After School Club** (3.15pm-6.00pm) are held in the school's canteen and run by staff from the school. Details are available from our website or through the School Office.

We also have a wide range of independently run after school clubs. These include football, netball, drama, arts and crafts, karate, stitch club, coding club, science 'Fizzpop' and The Outdoors Project. These take place on site after school. More details of specific clubs will be made available at the start of each term.

Holland Road

Our **Breakfast Club** (7.40am-8.45am) and **After School Club** (3.15pm-6.00pm) are held in the school hall and run by staff from the school. Details are available from our website or through the School Office.

We also offer a number of independently run after school clubs including: sporting activities, Fizzpop Science, Skate Club, Art, and The Outdoors Project. Information regarding clubs is distributed at the start of each term and through the school newsletter. Details of our current clubs list can also be found on our website.

Both Sites

If your child is in receipt of Free School Meals, there is the opportunity for one term's funded place at an after-school club, per academic year.

School Fund

The School Fund contributes to all subjects, sports and activities, supporting the school budget and projects our pupils benefit from. With an annual amount of £50 contributed for each child, we can ensure each year group will receive a 'topic' based workshop each term, Art/DT resources for topic work and enterprise initiatives and core texts for our topics and whole class readings and one external school trip.



Swimming

Portland Road – Year 4 have swimming lessons at King Alfred Leisure Centre. Pupils in Year 6 are able to have swimming lessons if they are identified as needing them to meet the end of KS2 swimming requirements.

Holland Road – Year 4 have swimming lessons at King Alfred Leisure Centre, class by class on a six-session rota throughout the year. Pupils in Year 6 are able to have swimming lessons if they are identified as needing them to meet the end of KS2 swimming requirements.

Educational Visits

Each year, the school organises some educational visits for the children and a residential trip for year 6, where they will spend several nights away at a residential activity centre. We aim for all pupils to attend and try to keep the costs as low as possible. If parents have difficulty in finding the money, we will always do our best to help.

We believe strongly that education extends beyond the classroom, so regular opportunities are provided for your children to gain valuable experience by visiting places of interest such as museums, art galleries, parks, theatres, etc. We also have regular workshops in school linked to the year group topic. We notify you about each individual visit, tell you the mode of transport and ask permission for your child to go.

Religious Education

At Hove Junior School our Religious Education is taught in accordance with the Brighton & Hove Agreed Religious Education Syllabus. Our Religious Education curriculum has been thoughtfully planned to include a range of religious and non-religious world views which are represented in Brighton and Hove.
Through our teaching of Religious Education, we want to develop in each child an awareness and understanding of the religious faiths and non-religious beliefs which are represented in our country and local community. In our learning we employ an open-minded approach which encourages questions and discussion. We want the children to recognise and be knowledgeable about the beliefs and ideals that shape people's lives from a range of cultures around the world. We believe that the knowledge and experience of different religions will help each child to grow and develop as a person with a sense of identity, self-worth and responsibility and help them to make informed decisions and choices. Please see our website for an RE curriculum overview. Parents have the right to withdraw their child from these lessons if they wish. Please see our website for an RE curriculum overview.

Relationship and Sex Education

Relationship and Sex Education is taught in each year throughout the school. Lessons are delivered as part of a holistic Personal, Social, Health Education (PSHE) Programme and in conjunction with the statutory science curriculum. Differing religious and cultural approaches to the subject are always taken into account.

We hope parents will feel able to answer questions their children may have, following relationship and sex education lessons.

Right to withdraw - In primary education from September 2020:

- Parents **will not** be able to withdraw their children from any aspect of Relationships Education or Health Education (which includes learning about the changing adolescent body and puberty).
- Parents **will** be able to withdraw their children from any aspects of Sex Education other than those which are part of the science curriculum. (Note that sex education will not be statutory in primary schools, however the new statutory guidance makes clear that schools should still provide a programme of age-appropriate sex education)

If you would like a copy of the school policy on relationship and sex education, please contact the School Office.

Curriculum

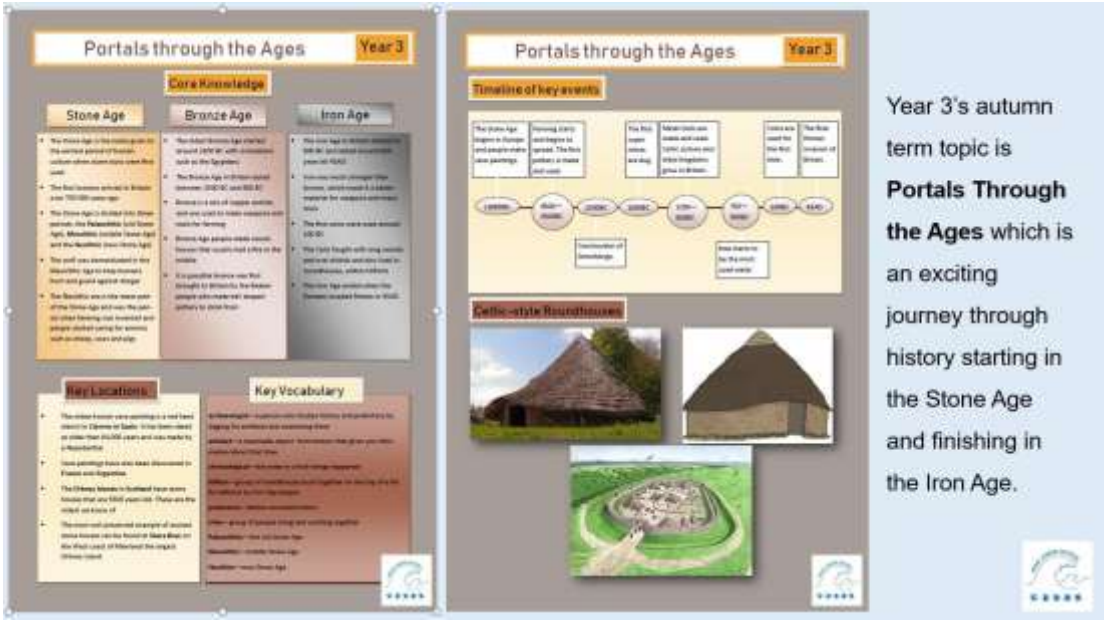
At Hove Junior School we are proud to teach an exciting, creative and well-planned curriculum. It encompasses both the formal requirements of the National Curriculum and extra-curricular activities that we feel enrich children's experiences and bring learning to life. Where possible we strive to make links across subjects that inspire our pupils to make connections, develop their curiosity and hone their skills as creative learners.

Through pupil voice, children at Hove Junior School have expressed that they

want to leave school knowing how to:



A copy of our curriculum policy is available on the school website. The school also provides essential '**core knowledge files'** for each year group topic which are shared with parents and carers each term alongside the **'year group learning journey'**. This includes information about the work to be covered, skills that will be developed, visits, trips and visitors planned, and work that can be done at home and includes key vocabulary. This information is very much appreciated by parents and carers and supports us to work in partnership with you.



More details regarding our long-term curriculum map can be found on our website, along with our **'Activity Passports'.**

A Unique Whole School Topic

Every year in the summer term we create a whole school topic which is discussed in advance, at School Council meetings. Pupil Voice is essential to

the way we shape our curriculum and children are involved in helping to plan and shape the topics we teach. As a result, we have found they are inspired and motivated in their learning.

Assemblies

These are an important part of school life and they help children feel part of a wider school community. Although our assemblies are as open ended and welcoming as possible, parents have the right to withdraw their child from an assembly on religious grounds. Parents need to notify the school of their wishes in writing at the beginning of each school year.

Working with Others

As a school, we follow the principles of the Working with Others initiative. This is a school ethos which sees adults and children working supportively of each other. As a result of this, we practice group working and flexible working scenarios whenever appropriate. This approach aims to continuously improve relationships between children and adults. As adults, we model dialogue which gives children the responsibility to reflect on their language and behaviour. We have high expectations of the children and aim for them to act independently when appropriate, to resolve issues and solve problems.

The aims described above should serve to provide children with resilience, empathy and self-reflection; all skills which enable them to develop their emotional literacy and interactions on a daily basis.

In April 2015 we were awarded a Gold accreditation for WWO – the first school in the country to get this award.

Special Educational Needs

It is our aim to help all children learn in an inclusive school environment, where all children, regardless of ability, access a full, rewarding and exciting curriculum. We recognise that all children have different learning styles and abilities. It is our job to recognise these abilities and styles and see how we can best help the children achieve their full potential. Some children need more help to achieve their potential; these children are described as having additional educational needs. If a child is experiencing difficulties upon entry to school or during their time at Hove Junior School, we would investigate the most effective way of supporting them in line with the Code of Practice. If it is deemed necessary, a child will be placed upon the Special Needs register and assistance will be put in place. This could be:

- A fully differentiated curriculum prepared by the class teacher.
- In class support from experienced Individual Needs Assistants (INAs)
- Withdrawal on a regular basis by a TA / HLTA / Teaching Assistant / High Level Teaching Assistant; help, advice and programmes of work provided by a fully trained special needs teacher from an outreach service.
- If the child has severe difficulties, the school or parents may request an application for full and legal assessment of special educational needs.
- If an Education Health and Care Plan (EHCP) is provided, depending on the type of Education Health and Care Plan (EHCP) written, additional support specific to the child's needs will be organised.

- Advice about ways the child may be supported at home.



We believe that in dealing with your child's needs, we need to work in close partnership with you as parents or carers and will always welcome your support and assistance. In addition to regular parent evenings, when class teachers and support teachers are available for consultation, the school has an appointed Inclusion Manager and SENCo who is always willing to offer an appointment to discuss any problems.

Inclusion

Hove Junior School has the **IQM Award** (Inclusion Quality mark) and is a **Flagship School** for the South Coast region. Please see our website for our report.

Our children are from a variety of cultures and religions, which enriches all the children's experience of life and understanding of different backgrounds.

Children with English as their additional language are supported, as is any child with individual needs. They may also be supported by bilingual support assistants. Children with English as their additional language, who are new to the school are individually assessed on entry and a programme of learning is developed. Their happiness is of prime importance as they settle into a new environment. If possible, they are introduced to another child who speaks their mother tongue so they are not isolated. We are also introducing 'Young Interpreters' which is a buddy system used to support children new to the school. We aim to make everything on offer in school accessible to all.

Both sites have learning mentors who can provide additional 1:1 support/small group for social and emotional pastoral support. The school also has a 'play therapist' working across both sites.

Support Services

Sometimes we feel we need further advice on how best to help your child and we will utilise the skills of outside agencies:

a) **Educational Psychology** service is a group of professionals who have specialised knowledge on the way children learn and any difficulties they may be experiencing. They advise the school on strategies to support the child's individual needs. We will always ask parents' permission first before considering an assessment by the Educational Psychology service.

b) **Speech and Language Therapist** is sometimes called in if a speech issue or some delay in language development or cognition is identified by the class teacher and SENCO. The therapist often works in conjunction with the Speech and Language Support Service (SLSS).

c) **Autistic Spectrum ASCSS Support Service (ASCSS)** offers advice on how to best support children with a diagnosis of ASC condition.

d) **Audiologist** can be called upon if a hearing impairment is suspected.

e) **Brighton and Hove Inclusion Service (BHIS)** offers advice on how best to support a child with behavioural or emotional problems.

f) **CAMHS** - referral to CAMHS can be made and the school hosts a termly parent drop in for confidential advice and support.

Working together to ensure good attendance and punctuality

Working in Partnership with Parents/Carers on Pupil Attendance and Punctuality

Your Action as Parents/Carers

Absence Line



Please contact the school on the first day of absence by telephone:

Portland Road **01273 916609 option 1**

Holland Road **01273 916707 option 1**

or in advance via an absence of learning form or email to the School Enquiries email.

- portlandroadenquiries@hovejun.brighton-hove.sch.uk
- Hollandroadenquiries@hovejun.brighton-hove.sch.uk

Ensure your child



Arrives at school on time. Registration is at 8.50am at both our Portland Road and Holland Road sites.

Why is it Important?

- Children are unsettled/and feel unprepared if they arrive at school late. They miss a vital part of the day - it is disruptive for everybody.
- Missing school is missing out - research shows that regular absences have a very negative impact on children and the progress they make.
- Frequent absence that is condoned by parents/carers can lead to truancy later.
- There is a legal requirement to ensure children attend school regularly and arrive on time.
- It is hard to make friends and do well at school if your child does not attend or is late.
- If your child is 10 minutes late for school every day, they miss 32.5hrs of education a year— this is about 7-8 days of education! Each day counts!

Our Action in School

- We will check your child is in school every morning and afternoon.

- We will follow up any unexplained absences.
- The Headteacher will only grant permission for absence other than illness in very exceptional circumstances.
- Special permission (in writing) is needed from the Headteacher for any absence other than illness.
- Regular absences and lateness will be monitored and be followed up with more formal contact with home.
- Reward attendance and punctuality.

How can you further help your child to be ready to come to school in the mornings and in a really positive frame of mind?

- Make sure they understand the importance of good attendance and punctuality.
- Discuss any problems they may have at school – inform the teacher or Headteacher about anything serious.
- Make sure everything is ready for school the night before (bag packed, clothes ready etc.)
- Arrange necessary appointments for after school where possible.
- Make sure they have a good breakfast.

Both offices have a 24hr answerphone facility to leave your child's name, class and reason for absence.

NHS advise that if a child is unwell with diarrhoea and / or vomiting, then they must stay away from school for 2 days after their symptoms have gone