



Guidelines on Lateness, Absenteeism and Holidays in Term Time

Punctuality Our side gates will be locked just after 8.55 a.m. All children arriving late for school should then be brought in through the main reception, where the parent will be asked to sign in with an explanatory reason for the child's lateness. Unless there is a genuine reason, persistent lateness will trigger a home visit to the family from Trafford's Educational Welfare Officer. Children themselves feel very self-conscious entering a classroom late and many miss the valuable teaching introduction to a session.

Before and After School Care We have a breakfast club on site, open from 8.00 am to 9.00 am. Please contact Beanstalks Tel: 07981523892 for more details.

We also have access to after school and holiday clubs, who organise a 'pick up' from our school. (Contact details: 'Good Buddies on Tel: 374 3611 or Beanstalks Tel: 07981523892. Children are given strict instructions from staff, that for safety reasons they must come back into the main office if they are not picked up. The staff will make contact with parents. If there is no genuine reason, this is unfair both to the child and the staff at the school who have other work to complete once the children leave the premises.

Persistent late 'pick ups' and ignoring oral reminders will trigger a letter home. After an oral and written warning, the school will have no choice but to contact Trafford's Educational Welfare Officer who will investigate further.

Absenteeism Most parents want their children to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school regularly.

If children do not attend school regularly, they may not be able to keep up with school work. In a busy school day it is difficult for teachers to find the extra time to help a child catch up.

And it's not only the academic work: missing out on the social side of school life - especially at primary school - can affect children's ability to make and keep friendships, a vital part of growing up.

Setting good attendance patterns from an early age will also help your child later on. Employers want to recruit people who are reliable. So children who have a poor school attendance record may have less chance of getting a good job.

For the safety of all our children, on the first day of absence, please contact the school office by 9.30 am by telephone. When the child returns to school, we need confirmation in writing of the dates of absence and the reason. In the register these will be recorded as authorised absences. If no letter arrives, they are recorded as unauthorised absences and may be investigated by outside agencies.

Holidays in Term Time You should not expect your child's school to agree to an absence for a holiday during term time, particularly if it is for more than ten days. Taking a holiday during term time means that children miss important school time - both educationally and for other school activities. It will be difficult for them to catch up on work later on.

The law says that schools have the discretion to grant up to ten days authorised absence in a school year. Each application is considered individually by the school, taking into account factors like the timing of the holiday and the child's attendance record. You should negotiate absence with the school as early as possible. Schools will only consider any additional absence during term time in exceptional circumstances.

The correct procedure is to apply for permission, in writing to the Head Teacher, so that the absence is not recorded as unauthorised. Permission will not be given during SATs tests for either Key Stage. The worst time for a child to be absent, is at the beginning of the term in September when a child is with a new class and teacher. It is very stressful for the child, when he/she returns to an established routine in a class and friendship groups.

First Aid

Many of our staff are qualified First Aiders on site at Woodheys. If your child is allergic to plasters, please indicate this on your emergency contact form. **Unless we receive instructions in writing to the contrary, we will assume that we have parental permission to deal with First Aid needs as appropriate.**

All accidents will be logged in our Accident Book and, where necessary, a completed pink accident form will be sent home with the child. Incidents which require first aid knowledge will be dealt with by our designated and fully-qualified First Aiders. We reserve the right to refer children to the First Aiders as appropriate.

Charging Policy

The school offers various trips and other activities to all age groups in the course of the academic year. Every effort is made to ensure that the best possible value for money is achieved and reasonable notice given of each trip. It is the school's policy to invite parents to make a donation, wherever possible, towards the cost of a trip as per the amount suggested in each pre-trip letter home. The school is sympathetic to parents who may have difficulty in sending a contribution and this can always be discussed in complete confidence with the Class Teacher or Headteacher. Regrettably we are unable to make refunds if children are absent from trips under normal circumstances.

In common with other schools, the staff and governors at Woodheys have produced a large number of policy documents dealing with a variety of subjects. Some of these have been written to comply with government and legal requirements; others to outline and clarify current practice within school. All of them underpin the school's commitment to good management practice and communication. These documents are available for current or prospective parents to see, simply by applying to the school office.

Documents

Documents available for inspection at school include; schemes of work; syllabuses; the Governing Body's Annual Report; inspection reports about the school; DFE Circulars; copies of Statutory Instruments; LEA Policy guidelines. Please contact the school office if you wish to make arrangements to inspect these documents.

Health and Safety At Woodheys Primary School

At all times your child's safety is paramount. Through our Child Protection Policy and the Data Protection Act '98, the Governors of Woodheys Primary School seek your written permission to include your child's photographic or video image in our day-to-day processes within school. All images are correct and proper.

This has become increasingly necessary for various reasons e.g.

- Photographic evidence is used throughout the school, from Nursery to Year 6 for assessment and recording purposes.
- During staff classroom observations by the Senior Management Team and throughout displays around our school staff are required to display enlarged photos of groups of pupils taking part in non core curricular work, trips working with visiting specialists doing more practical work. The children are very enthusiastic about these displays, they look super and they provoke lots of discussion.
- These displays are excellent in demonstrating to you as parents during school events or to many visitors, (even OFSTED Inspectors) what our school community so successfully achieves.
- As a proactive school in many areas, including our environmental work, our school website is one of the ways in which we share our good practice nationally and even internationally (up to 2,000 'hits' per month).
- School events are often filmed by parents to capture parental memories of their children's performances.
- Through our Global links projects, we will be linking our pupils 'face to face' through webcams to their peers abroad.
- Your child's internet access is carefully monitored and filtered by Trafford.
- All staff who work on a regular basis with our children are all CRB safety checked. We have a designated Child Protection Officer.
- All visitors to the school sign in and out at the school office.
- Our school buildings and grounds and perimeter fencing are regularly checked during inspections by our Health and Safety, Site Manager and Premises Committee.
- Staff and Governors have received training with regards to the Governments new 'Safeguarding' initiative.
- Key members of staff have received more in depth 1st Aid training; the majority of staff has basic training. The medical centre opposite the school has been immediately helpful with more difficult cases.

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- **You will be required to sign a permission slip giving permission for your child's image to be used sensibly and appropriately, either through photographic or video technology, throughout his/her time as a pupil at Woodheys Primary School.**
 - **We will also require permission to deal with First Aid needs as appropriate (including the administering of plasters).**