

The School Day

School gates open at 8.35am and close at 8.50am.

Start of school day: 8.45am

Break time (15 mins):
11.00 - 11.15

Lunchtime

Foundation Stage 12.00 - 1.00pm

Key Stage 1: 12.15 - 1.15pm

Key Stage 2: 12.30-1.25pm

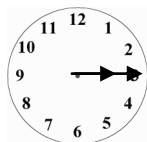
KS1 also have an afternoon break

End of school day: 3.15pm
(School gates open: 3.05pm-3.30)

After school clubs end: 4.15pm



Children don't like being late for school or being left at the end of the day waiting for their parents/carers!



What can I do to help?

The most important thing you can do is to make sure that your child goes to school regularly, arrives on time and keeps to the school rules. If these good habits are started at an early age you will make things easier for yourself.



If you feel that there is an underlying reason why your child does not want to go to school talk to his/her teacher. Teachers are usually on the playground before school by 8.35 to discuss any problems. If you need more time then appointments can be made after school although teachers may have meetings, clubs or other commitments after school on certain days

How you can help us:

- Bring and collect your child on time each day.
- Try to make medical/dental appointments after school or in the holidays whenever possible.
- When your child is ill, telephone us as soon as possible on the first morning of his/her absence and send in a note when he/she returns.
- Support the school's policies - especially Behaviour and Homework.



Kingsway Primary School

A guide for parents/carers

Attending School



Kingsway Primary School
Valley Gardens ,
Kingsway,
Gloucester.

Tel: 01452 881800
E-mail: admin@kingsway.gloucs.sch.uk
Web-site www.kingsway.gloucs.sch.uk

Why is good attendance important?

When your child attends school on a regular basis, they take an important step towards reaching their full potential, and are given the greatest opportunity to learn new things and develop their skills. The more time they spend around other children, whether in the classroom or as part of a school team or club, the more chance they have of making lots of friends and feeling included, boosting social skills, confidence and self esteem.

If a child is absent just one day a week, over the course of their school career they will miss two years of schooling. Helping your child into good habits from an early age can help these carry through to adult and working life. Good attendance is a key part of ensuring that children achieve their personal potential and it improves their choices in later life.

Being on time is also crucial. Arriving late at school can be very disruptive and upsetting for your child and the other children in their class.

It is a legal requirement for children over the age of 5 to attend school. Therefore as a parent/carer you are committing an offence if you fail to make sure that your child attends school regularly.

Lateness

Any child arriving more than 10 minutes after the beginning of a school session (whether am or pm) will have a late mark recorded in the register. If a child arrives after 8.55 they must go to the office to be signed in the late book (this part of our Health and Safety procedures). A reason for the lateness must be given. Arrivals after 9.15 in the morning without prior notification are recorded as late after the register is closed (unauthorised). 'Lates' are monitored by both the head teacher and the governing body.

Illness

If your child is ill you should telephone the school on 01452 881800 by 9.30 a.m. and state the reason for absence. A message can be left on the answering machine. If we do not hear from you by 10.00 a.m. your child will be classed as unauthorised for the whole day.

Medical/Dental Appointments

If possible check-up and routine appointments should be made for after school although we appreciate that this is not always possible. Please inform the office and class teacher as soon as possible.

Holidays and Time Off During Term Time

The government has become significantly more robust in its expectations on school attendance and things are therefore much

stricter and absences from school less acceptable. The current law does not give any entitlement to parents to take their child on holiday during term time or to request leave for any other reason at all. However a parent can request a 'leave of absence' under exceptional circumstances. Exceptional circumstances might be:

- An exam (one day granted only)
- A funeral (one day granted only)
- Medical ie operation or consultant appointment
- Family wedding (one day granted only)
- Respite care

Exceptional circumstances are not:

- The availability of cheap holidays
- Lack of childcare
- To access medical care abroad

Parents should therefore expect any request for leave for a family holiday to be automatically refused by the Head Teacher from now on.

Parents can be fined for taking their child out of school without consent and from now on, all unauthorised absences where we suspect the child has been taken on holiday, will be referred to the Education Welfare Office for legal action.

Where should I collect my child?

During the school day, your child should be collected by reporting to the school office.