



Monday 12th September 2016

To the parents of children in Nursery

Dear parents,

Welcome back to school. This year your child's teachers are Miss Landucci, Miss Akhtar and Miss O'Connor. Please find below some useful and important information which will help you support your child in school during this coming academic year:

- The morning session begins at 08.30 am and ends at 11.30 am. The afternoon session begins at 12.15pm and ends at 15.15 pm. Please ensure that you use the correct entrance and exit for your child's session at all times. Also make sure that your child arrives and leaves on time every day.
- The School gate opens at 08.30am and closes at 8.45am. The gates on Cable Road will open at 11.30am for the morning children to be collected and again at 12.15pm for the afternoon children to arrive. If you know you are going to be late ring the office and make your way to the main school entrance.
- Requests for extended holidays during term time will not be permitted and any such time taken off will be unauthorised and may result in your child losing their school place with us.
- If you are sending money into school please make sure it is in an envelope clearly labelled with child or family name, amount of money enclosed and what the money is for. Parents should use the money deposit box in the entrance foyer. **Monday is 'Money Day'**.
- Children will have access to milk water and Fruit throughout their session.
- Class fund is £1 per child per week for the whole year. Please pay this to the office or Nursery staff every Monday.
- School uniform is not compulsory in Nursery. However we highly recommend that your child wears it as Nursery children are active learners and learn through play exploration which can often be very messy. If you would like to purchase a School sweatshirt/cardigan then please see the office.
- Children must wear clothes that are comfortable and easy for the child to pull up or down to support their use of the toilets. We ask that your child brings a bag into school with spare clothes just in case your child needs changing for any reason. Please put your child's name on each piece of clothing.
- There will be opportunities to access a selection of Nursery books through our own mini library. Your child can select a book and this will be recorded to ensure that the book is returned safely. Books will be changed weekly.

- Our school library is now located on the ground floor and is therefore much easier to get to. It is open after school on **Tuesdays** and we encourage all parents to support their child to borrow library books and read at home regularly..
- Please could you provide your child with a box of tissues for the class to use during the year as many children will suffer with colds throughout the year.

Our pupil progress and attainment in Mathematics and English was good last year and our Y2 and Y6 SAT's results were positive too. Our aim this year is to improve on this and so parent support is crucial if we are to ensure that our good teaching is supported by commitment from parents at home. By working together we improve the learning experience for your child.

- **We aim for 100% attendance and punctuality for every child.** Good pupil attendance is an important factor for real learning. Our overall school target for attendance is 97% and pupils falling below this level will be closely monitored. Please see the information sheet attached which explains how much learning your child will miss if absent from school.
- Our **Autumn Term Parents Consultations** will commence week beginning **Monday 10th October** – we kindly ask that **parents only**, attend Parents Evening for Nursery. At the Autumn Term Parents Evening your child's class teacher will focus on how well your child has settled and this will include information on behaviour and attitude to learning.

Many thanks for taking the time to read this information letter. As always, if you have any questions or would like more information please speak to the class teacher initially. Mrs King and I will also be available if you need us to explain or clarify any of this information.

I look forward to sharing another successful year with our pupils, families and staff.

Yours sincerely,

P Foley

Mr P Foley
Headteacher

Enclosed Late Arrival and Absence from School Information

Absence from School

Children are required to attend school for 190 days each year.

We aim for 100% Attendance and Punctuality for Every Child

Holy Family School's Overall Attendance Target is 97%.

Any attendance less than 97% is a concern and parents will be contacted by school staff.

Attendance during the school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons is missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

How does your child's attendance compare with this target?

Please remember that children who miss a lot of school achieve less.

Late Arrival at School

When your child arrives late at school he/she misses the teacher's instructions and the introduction to the lesson.

Your child may also feel embarrassed entering the classroom late.

Minutes late per day during the school year	-equals days worth of teaching lost in a year INFANTS KS1	-equals days worth of teaching lost in a year JUNIORS KS2
5 Mins	3.7 days	3.4 days
10 Mins	7.4 days	6.9 days
15 Mins	10.0 days	10.3 days
20 Mins	14.7 days	13.8 days
30 Mins	22.0 days	20.0 days

Frequent lateness adds up to a considerable amount of learning lost, and can seriously disadvantage your child.

Gates open at 8.35 am

School begins at 8:45am

Please help your child to be punctual