



ATTENDANCE NEWSLETTER

JANUARY 2025



WINTER ILLNESS

Thank you to our families for continuing to work with us to ensure that all children have the best possible attendance.

As we continue through the winter months, we know that children will often have coughs and colds.

We encourage you to send your child to school after giving them paracetamol before school if needed. They can then be monitored in school by staff and further paracetamol if necessary.

Our medicines policy states: *School may give over the counter medication i.e. paracetamol in line with school policy and provided written consent is submitted. Pupil's parents must provide detailed information of what medicine has been given at home before school before any medicine is administered with a record held.*

You will need to complete a medicine form at the school office on the day and you will receive a notification via Medical Tracker if we have given medication.

PUNCTUALITY REMINDER

8:15

Gates open for Opal Play (children are parents' responsibility)

8:40

Doors open

8:45

School day begins***

8:50

Gates close. Pupils are now late and must be signed in at the office by an adult with a valid reason given.

*** Although children are not classed as late until 8:50am, they are missing the start of the school day which includes feedback on the previous day's learning, wellbeing check in, basic skills such as handwriting lessons.

REMINDERS ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:30 am if your child will be absent from school
- You may be asked to supply medical evidence such as medication or appointment letters
- Please arrange appointments outside of school hours where possible
- If you have not contacted school, Miss Smith will contact you to find out the reason for absence
- Miss Smith may also contact you at the end of the school day to enquire about your child and discuss their return to school the following day
- Miss Smith will continue to contact you each day that your child is absent to check in and offer support where possible





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SUPPORT FROM SCHOOL

Where possible school will offer support to you and your child around attendance difficulties. This is through our multi tiered approach to support.

PHONE CALLS FROM SCHOOL

Class teachers, Mrs Lyon and Mrs Allen may call you or request a meeting with you to talk about your child's attendance and any difficulties you or your child may be facing. These are supportive and we encourage our families to engage with us in this way so that your child can have the best possible attendance.

Please feel free to contact school at any time to discuss any concerns you may have.

#MISS SCHOOL #MISS OUT

Some of the things our children say they would have missed out on if they were absent from school...

- A chance to share their Junior Dukes challenges
- Forest School
- New learning including science topics, new books in English, phonics and maths
- Being with friends
- Extra curricular clubs
- Opal play



POSTCARDS

Some of you may have received postcards from school acknowledging your family's effort around attendance and punctuality. We know that there can sometimes be difficulties and appreciate your efforts

CONTACT INFO

Phone: 0151 477 8340

Email:

robypark@knowsley.gov.uk

attendance@robyparkprimary.co.uk