



"...a beacon of hope..." Ofsted 2007  
"...outstanding school..." Ofsted 2010  
"...outstanding Children's Centre..." Ofsted 2011

Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E. M. Ed.

10<sup>TH</sup> October 2013

Dear Parent/Carer

## **RE: SCHOOL ATTENDANCE AND PUNCTUALITY**

Welcome back to a new term, I hope that all the children have now settled into their new classes. For those of you who have recently joined us my name is Mrs Pennington and I am the Pastoral Team Manager here at Westfield. If you have any queries or concerns about your child, please do not hesitate to contact me.

### **I am writing to remind you about school absence procedures.**

If your child is going to be absent from school due to illness or medical appointments then you must contact school before 9am explaining the reasons for absence.

The classroom doors open at 8.35am and the school day starts at 8.45am prompt. If your child is going to be late, please bring them into school via the school reception area ensuring that they are signed in.

School closes at 3.15pm and children should be collected from their classroom doors unless they are able to walk home alone or are attending an after school club. If you are unable to collect your child or are going to be late, then please contact the school office before 2.30pm informing them of the home time arrangements.

Please note that if you are requesting a leave of absence from school, ***this should be done 3 weeks prior to the absence.*** Please find a copy of the Holiday List for 2013/2014 on the reverse of this letter. All holidays during term time will not be authorised and may result in a **fixed penalty notice** being enforced by the Local Authority.

Kind regards

Mrs W Pennington  
Pastoral Team Manager

