

## Every Day Counts

Dear Parent/Guardian

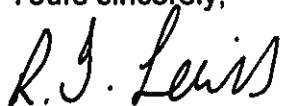
As you will be aware at Princeville we endeavour to give all our children the very best school experience. However, to achieve the very best outcomes we need ALL children and families to appreciate the importance of attendance and punctuality.

Please keep the following information for reference in the future (this will also be made available on the website).

- **Every day counts** – Our target this year is 96%
- **Be On Time At Ten-To-Nine** - School starts at 8.50am and your child needs to be in the school grounds ready to go into class before this time. Doors open at 8:50am (we opened the doors earlier whilst building work was ongoing).
- **After Lunch**, if your child is home dinners, they need to be back in the school grounds for ten minutes before their afternoon session starts. If they are late back at this time they will also be given a late mark. The afternoon sessions start at: Reception – 13:00, Years 1 and 2 – 12:45, and Years 3, 4, 5 and 6 – 13:15
- **If your child is unwell** - you need to ring the school number above before 8.30am and make us aware of the reason for their absence. Children should only be off school if they are too ill to attend – for example, if your child feels sick in the morning, they can come to school and we will monitor them and contact you if they continue to feel unwell, or they are sick.
- **Leave of absence** – unfortunately, I am only able to authorise absence during term time in exceptional circumstances. A holiday or a visit to see family cannot be considered 'exceptional'. If you need to speak to me regarding leave of absence, please do so before booking any travel arrangements.

Thank you for your continued support.

Yours sincerely,



Mr R Lewis  
Headteacher