



WHO ARE YOUR PASTORAL TEAM?

The Pastoral Team forms part of the wider Welfare Team and is available every morning in the playground at drop-off time. We are always happy to talk with parents and carers, so please feel free to approach any member of the team for an informal chat. If mornings are not convenient, appointments can also be arranged during the school day.

We are here to support you and your family with a wide range of issues and can provide information about local services, including food banks, safeguarding support, and advice relating to SEND or domestic abuse. If you have any concerns about your child's wellbeing, no matter how big or small, please get in touch. We will always do our very best to listen, offer guidance, and help you access the support you need

You can also find us in The Community Hub every

Thursday from 9-10am

Our team consists of: Miss Evans – Pastoral Leader

Mr Cross and Miss Aqil – Welfare Practitioners (Learning Mentors)



It is an expectation that children are in school for 97%+ so please try and make appointments out of school time or if it is absolutely necessary then please ensure your child is in school before and/or after any appointment. If another member of the family has an appointment to attend, you must make alternative arrangements for someone to collect or bring your child to or from school.

If your child really is too ill to attend school, then please call us before 9am to let us know the reason for absence. If school have not had a message from you and we are unable to make contact then we may do a home visit, as part of our safeguarding duty of care. If we are still unable to ascertain the safety of a child, we will ask Children's services or the police to follow up with a safe and well check.

DAILY ROUTINES

Doors open at 8:45am

Register starts to be taken at 8:55am

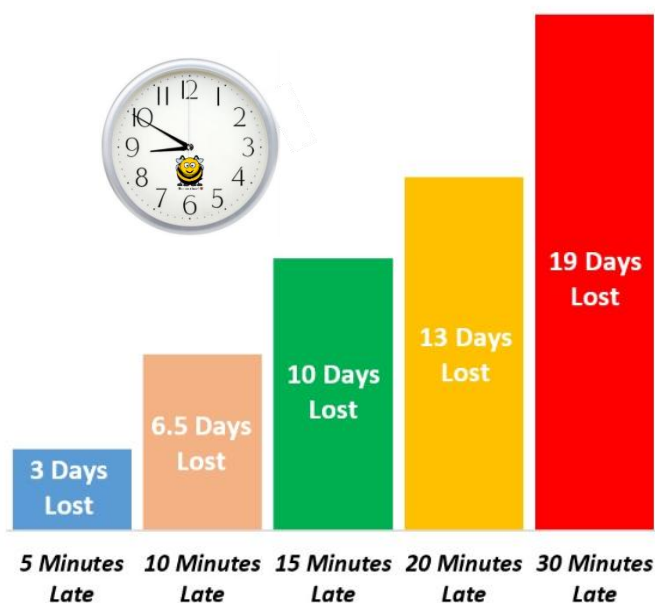
Please aim to get your child into school for at least 8:50am, this gives them the chance to get into the building and take off their coats and get settled in class.

Gates close at 8:55am Any child arriving after this time is classed as late and will be marked with an 'L' on the register

Our registers close at 9:25am and any child arriving later than 9:25am will be marked as a 'U' (unauthorised late) and will count as an absence on their attendance percentage.

Being late into class can have a detrimental effect on children. Not only do they miss the social catch up with their friends, but they can also miss the start of what they are being taught, depending on how late they are. Being on time can avoid any unnecessary embarrassment some children feel when walking into their class late, and ensure their day starts off as positively as possible.

How many days of learning will your child lose to lateness?



EXTENDED LEAVE

We appreciate the challenges that some parents face if they have family living abroad and an emergency arises. However, please keep in mind that the school does not authorise holidays regardless of whether a contract has been completed or not unless there are proven exceptional circumstances, that has been authorised by the Head of School.

If you are planning to take your child abroad during time-term you must complete a leave request form. These can be collected from the school office.

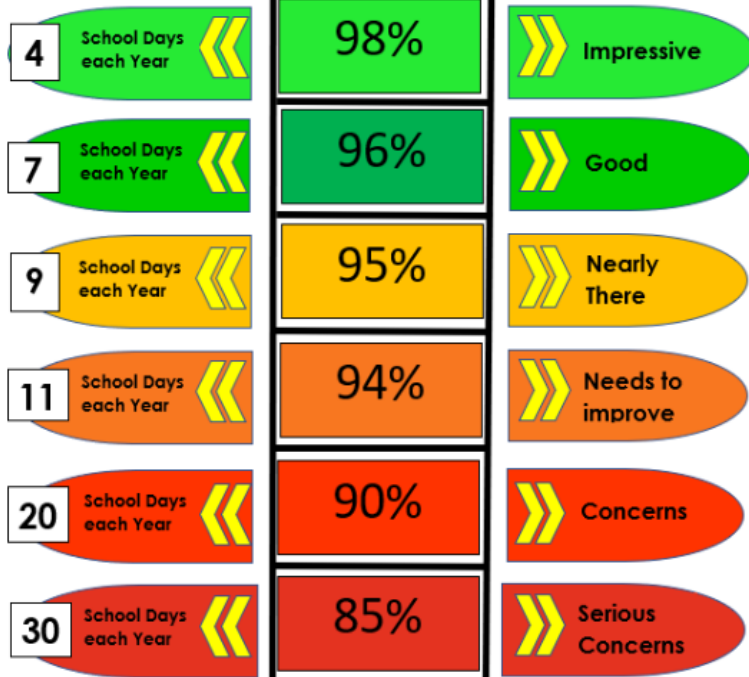
Penalty Notices

During the last academic year there have been over **120 penalty notices** issued for non-school attendance. This has resulted in parents either receiving a fine or their case being heard in court.

The government brought out statutory guidance in August 2024 that school's now need to follow. This has been updated and can be found at [Working together to improve school attendance: July 2026](#)

Attendance Ladder

Is equivalent to:



COFFEE MORNINGS

The Pastoral Team hold coffee mornings every term! Why don't you look out for our next one and join us? We would love to hear your thoughts on what it is you really want or need from the pastoral team or from school as a whole.

So please look out for the next coffee morning coming soon, everyone is welcome!



COMMUNITY HUB

The Community Hub is your space. You can come and talk about any worries or concerns you may have. If we are unable to help we can signpost you to other agencies that can. There will also be regular visitors who will have a wealth of useful information for you. Look out for the events calendar coming soon!!

Or just come and meet others from the school community and have coffee/tea and biscuits!!

Everyone is welcome so please come along. Every Thursday at 9-10am