



# LI&NS

**22.1.2018**

***At Lionwood we go the extra mile***

## Reception Cake Sale- Thursday 19 January



Thank you to our Reception parents for their kind donations of cakes and biscuits and to everyone else for supporting their cake sale.

The sale was a great success and raised a fantastic amount of £208.73 towards the cost of their summer trip!

## Emergency Contact details

Please can we remind parents to update their contact details with the office as we must have correct phone numbers at all times.

Thank you.



## Family Valentines Disco

There is a Valentines Disco for families happening at Pilling Park Community Centre on 17<sup>th</sup> February from 5-7pm. Tickets are £2 per child including food and adults go free of charge.

They will be available to buy from the school office from Monday 29<sup>th</sup> January.

## Drop Off at School

Please can parents make sure that in the morning they drop off their children inside classrooms and not at the school gate.

Thank you.

## Attendance



Regular attendance is a key factor towards your child's achievement at school and is important in ensuring that they reach their full potential. Our attendance target for this academic year is 95% and our whole school attendance for the year so far is 92.4% which is of concern. By way of reminder, our attendance guidelines are detailed below for you.

### Registration procedure

- Morning registration is at 8.55am.
- A child will receive a late mark if they arrive after the register has been taken.
- The register is closed at 9.20am. Pupils coming to school after that time will receive an unauthorised absent mark.

**Lateness** – Lateness can damage your child's education almost as much as absence, **but you should not keep your child off to avoid being late.**

- If your child is late, you should sign them in at the school office when you arrive.
- Late children should then go to their class on their own or with a member of staff, not their parent/carer.

### Absence

- On the first day of absence parents should telephone the school in the morning stating the **specific** reason for absence and when their child is expected to return to school.
- Parents **must** call in if their child is not going to be in school.
- The School Secretary will telephone parents/carers if no explanation of absence has been received.
- Absence from the school for a medical appointment should be requested beforehand and evidence provided.
- Where possible, medical appointments should be made out of school hours.

### Authorised and Unauthorised Absence

Authorised absence from school may include:

- Illness
- Hospital/Medical appointments that cannot be made out of school hours
- Days of religious observance
- Authorised exceptional term time leave
- Family circumstances (e.g. Death of an immediate family member)

Unauthorised absence from school may include:

- Staying away because you got up late
- Waiting for tradesman/the council to arrive
- Celebrating a family birthday
- Holidays

If you have any questions please let us know. Let's work together to improve our school attendance!