



# HEATH FIELDS PRIMARY SCHOOL

***Inspire Achieve Celebrate***

Field Avenue Hatton Derbyshire DE65 5EQ Telephone/Fax: 01283 813255

E-mail: [enquiries@heathfields.derbyshire.sch.uk](mailto:enquiries@heathfields.derbyshire.sch.uk)

Website: [www.heathfields.derbyshire.sch.uk](http://www.heathfields.derbyshire.sch.uk)

Headteacher Mr Mark Whyman

11<sup>th</sup> September 2017

Dear Parents

Welcome back to school for the 2017-2018 academic year. A special welcome to the children and parents who are new to the school, especially our new Reception class. I hope everyone had an enjoyable summer break, and are ready for an exciting school year ahead.

The school calendar, available on both the website and the App, has been updated for the whole academic year, so please refer to them if you need to check a date. Term dates are also included, but please be aware that the remaining INSET Days are planned for 30<sup>th</sup> October 2017, 2<sup>nd</sup> January 2018, 9<sup>th</sup> April 2018 and 29<sup>th</sup> June 2018. Our first whole school event is planned for this Wednesday 13<sup>th</sup> September – Roald Dahl Day.

## **Attendance**

Improving attendance and punctuality at school are a key focus for us this year. A new attendance policy is available via the website, and via request from the office. Parents will need to be aware of the following points in relation to attendance and leave of absence during term time:

- The school regularly monitors the attendance of all pupils. Where a child's attendance falls below 95% parents will be alerted via a letter. Children with an attendance below 95% will be monitored and parents informed on a half termly basis about their child's attendance
- The school expects all children to be punctual. School is open from 8.45am until 8.55am allowing time for children to arrive. Children who are not in school for morning registration by 9.00am will be recorded as U on the register – late after register closes – which is counted as an absence for the morning session
- Requests to take children out of school during term time should be made by completing a Leave of Absence Request form. Forms can be downloaded from the website, or obtained from the office. Leave of absence during term time can only be granted in exceptional circumstances. A family holiday is not classed as exceptional circumstances, and so leave of absence in this instance will not be authorised. Taking unauthorised leave during term time will lead to a fixed penalty being issued by the local authority – Please see the accompanying notice for parents/carers from Derbyshire County Council
- If a child needs to be taken out of school to attend a medical appointment, then proof of the appointment such as a letter or an appointment card should be shown to the office staff prior to the child's appointment





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- We ask that parents are proactive in informing us of any absence, by 9.30am on the first morning of the absence, explaining why their child is absent, and how long they expect the absence to last

Thank you in advance for supporting your child's regular attendance at school, which gives them the best chance of making good progress in their learning.

### **Communication**

The schools primary means of communication is via the Heath Fields App. We don't normally send out paper copies of newsletters, unless a request is made to the office. Parents who are new to the school should download the App onto their phone or tablet. The App is free to download, and can be found in the Appstore or on Google Play. Please search Heath Fields PS or DE65 5EQ to find our App.

Text message is another form of communication we use. Please ensure the office has your current mobile number so that the messages can be received.

Parents can also check the Heath Fields website [www.heathfields.derbyshire.sch.uk](http://www.heathfields.derbyshire.sch.uk) which contains information about the school, key policies, newsletters and diary dates.

