

COLSTON'S GIRLS' SCHOOL

HELPFUL TIPS TO ACHIEVE 100% ATTENDANCE & PUNCTUALITY 2020 - 2021

Tips for good attendance

You should make sure your daughter attends school on time every day.
It's her right and your responsibility.

The following advice will help:

- Establish a good routine, such as making sure your daughter is in bed on time, having uniform, bus fare and PE kit etc. ready for the following day.

- Make all appointments for the doctor, dentist, optician etc. after school hours or during the school holidays.
- If your daughter is too ill to come to school please contact us by 8.45 am at the latest, with a brief description of the illness. We will be concerned if we hear nothing and her absence will be unauthorised.
- Do not let your daughter miss school for a minor ailment, such as a headache, being tired or 'a bit of a cold'.
- If your daughter will be absent due to Religious Observance you must inform us, either in advance by completing a Leave of Absence form, if you know the date or by 8.45 am on the day she is not in school. Only 1 day will be authorised for the Eid Celebration. We will not authorise an absence retrospectively.
- If your daughter is absent for any other reason you must let us know why and when we can expect her back at school.
- Take an active interest in your daughter's school work and offer support with homework.
- If you have concerns about your daughter and school, let us know immediately. We are here to help.
- Colston's Girls' School believes in 100% attendance and with your support your daughter can achieve this.

ATTENDANCE AND PUNCTUALITY ARE IMPORTANT

If your daughter misses school, she will:

- Find the work harder
- Not feel part of the class group
- Find it harder to make and keep friendships •
Forget what she has learnt

If your daughter is regularly late for school, she will: •

Find it harder to settle into the school day • Miss the start of her first lesson

- Disrupt the other girls in her class

If your daughter has good attendance at school, she may:

- Receive an attendance award
- Find it easier to learn and achieve
- Have closer friends
- Feel happier about school

THE SCHOOL DAY

ARRIVE AT SCHOOL 8.20 am LESSON 1 8.35 am to 9.35 am

Movement around school to 9.35 am – 9.40 am
next lesson

LESSON 2 9.40 am – 10.40 am Break 10.40 am – 11.00 am

LESSON 3 11.00 am – 12 midday

Movement around school to 12 midday – 12.05 pm
next lesson

LESSON 4 12.05 pm – 1.05 pm Lunch 1.05 pm – 1.45 pm

LESSON 5 1.45 pm – 2.45 pm

TUTOR TIME/HOUSE

ASSEMBLIES/ENRICHMENT

ACTIVITIES

2.45 pm – 3.45 pm

(finish at 2.45 pm on Friday)