



MONTPELIER HIGH SCHOOL

HELPFUL TIPS TO ACHIEVE 100% ATTENDANCE AND PUNCTUALITY

2021 - 2022

Tips for good attendance

You should make sure your child 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 child 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 child is too ill to come to school please contact us by 8.30 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 child miss school for a minor ailment, such as a headache, being tired or 'a bit of a cold'.
- If your child will be absent due to Religious Observance you must inform us by completing a Leave of Absence form in advance. If the date of absence is unknown, please still complete a Leave of Absence form and advise us on the day that she will not be in school. Only 1 day will be authorised for the Eid Celebration. We will not authorise an absence retrospectively.
- If your child 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 child's school work and offer support with homework.
- If you have concerns about your child and school, let us know immediately. We are here to help.
- Montpelier High School believes in 100% attendance and with your support your child can achieve this.

ATTENDANCE AND PUNCTUALITY ARE IMPORTANT

If your child misses school, they will:

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

If your child is regularly late for school, she will:

- Find it harder to settle into the school day
- Miss the start of the first lesson
- Disrupt the other students in the class

If your child has good attendance at school, they 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 next lesson	9.35 am to 9.40 am
LESSON 2	9.40 am to 10.40 am
Break	10.40 am – 11.00 am
LESSON 3	11.00 am – 12 midday
Movement around school to next lesson	12 midday – 12.05 pm
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 ASSEMBLES/ ENRICHMENT ACTIVITES	Mon & Wed 2.45 pm – 3.45 pm Tues & Thurs 2.45 pm – 3.15 pm (School finishes at 2.45 pm on Friday)