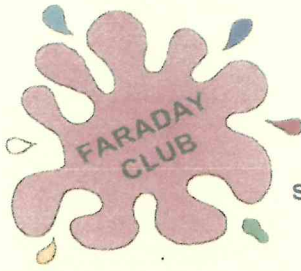
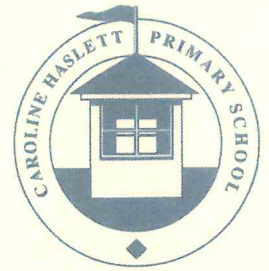


CAROLINE HASLETT PRIMARY SCHOOL

Headteacher: Paul Quinton B.Ed Hons



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schooloffice@carolinehaslett.milton-keynes.sch.uk
www.haslett.org.uk
Charity No. 1082968



6th September 2023

Dear parents and carers,

Subject: Attendance and punctuality

Welcome to the beginning of a new academic year, where we have the opportunity to make a fresh start, and new resolutions.

Good attendance and punctuality are important life skills that are learnt from an early age. Children who arrive late to school are not only getting into bad habits, but are also risking being disadvantaged by missing learning.

Poor punctuality impacts on your child, their peers and staff, and as parents you have a legal obligation to ensure child/ren get to school on time.

Parents are reminded that the school gates open at 8:35 for children to arrive and start their day on the playground. The bell is rung promptly at 8:50 for children to line up and go into class for registration.

Reading is the first lesson every morning, and lateness causes disruption not only to your child's learning, but the learning of the other children in the class. This is not acceptable and children arriving late more than once in a half term will spend their break catching up on reading time lost.

Should your child be too unwell for school please ensure that you contact the school office no later than 9:15 each day, stating your child's name, and class. You will need to provide details for your child's absence. To state they are unwell is not sufficient information.

If your child is absent for more than one day, you must contact us every morning to let us know that your child will not be in school. We will not make assumptions about your child's health status, so we will be in touch if we do not hear from you.

If your child complains of feeling unwell, it is sometimes difficult to decide whether to send them to school. In such cases, please see the guidance below, or click on the link for more extensive NHS advice.

[Is my child too ill for school? - NHS](#)



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Minor Cough or Cold	Come to school
Sore throat	Come to school
General tiredness	Come to school
New unexplained rash (if unsure, see GP advice)	Keep them home
Minor Headache	Come to school
Migraine / headache with drowsiness or temp	Keep them home
Vomiting/and or diarrhoea	Keep home until 48 hours after last bout of vomiting/diarrhoea
Chickenpox	Keep them home until all spots have crusted over
Conjunctivitis	Seek advice from a Pharmacy and the child can return to school once treatment has started.
Head lice	Treat as soon as possible, the child can come to school.

We expect routine opticians and dental appointments, to be either before or after school or during the school holidays – dates of which are available on our school website. In exceptional circumstances should your child need to attend a medical appointment during school hours, please inform the school office in advance so we may inform the teacher in good time to be able to have your child ready for collection. You will need to provide a medical appointment letter/text or email so that the absence can be authorised . Should your child be absent for a medical procedure, again please provide any relevant information.

We thank you for your support in ensuring that your child arrives on time and attends school daily.

If you have any queries or would like to talk to anyone about attendance please contact Ms Squires on 01908 231101 or email vsquires@carolinehaslett.milton-keynes.sch.uk.

Yours sincerely,

Paul Quinton
Paul Quinton
Head Teacher