



22<sup>nd</sup> September 2023

Dear Parents / Carers

### **Attendance at The Coleshill School and Toilet Passes**

We serve The Coleshill School community with pride under our motto to **Be Kind, Work Hard and Take Responsibility** and expect these values from all of our students.

Good attendance and punctuality have a positive impact upon children's learning (progress and attainment) and establishes the positive routines required for success.

We have an incredibly exciting curriculum offer that is both broad and balanced, and we have a consistent approach to delivering it through the very best teaching and instilling positive learning behaviours.

We have reminded all students of the need to be punctual to all lessons, so no opportunities for learning is lost. Toilets are open during break and lunchtimes, and of course before and after school. Any students who have a medical issue that requires more frequent use of the toilets, will be issued with a toilet pass from their Head of Year. If you have any concerns please contact your Head of Year.

Our school is open for students to access a breakfast from 8.00am each morning. Form Tutors line their students up at 8.37am to check equipment (including i-pads) and deliver key messages for the day. Our main gate is locked at 8.45am. Arriving after this time will result in students receiving a late mark which is a negative point on our behaviour system. Three negatives result in a lunchtime detention.

I'd like to remind parents and carers are responsible for:

- Ensuring their child is in school and in line up by 8.37am
- Notifying the school of a pupil's absence on the first day of absence by text, telephone, e-mail, letter and then contacting the school on subsequent days of absence with an update.
- Providing medical evidence for 5 or more days absence due to illness.
- Providing evidence of appointments (for example hospital) when your child needs to be removed from school to attend.

I would like to thank all our families for their continued support in working with us to forge good routines and to embed a positive approach to consistent school attendance, something which is so very important. Any queries or concerns, please contact your child's Form Tutor or Year Team Leader.

To continue to build positive relationships and communication between school and home, if there are any parents/carers interested in attending a half termly parent group focussed on school development please get in contact through an email to [enquiries@thecoleshillschool.org.uk](mailto:enquiries@thecoleshillschool.org.uk) by Friday 29<sup>th</sup> September 2023.

Thank you for your continued support.

Warm regards

*R Brindley*

**R Brindley  
Head of School**