YEAR 5 INFORMATION

**Punctuality**

It is important that your child is in school every day and is prompt. The school day begins at 8:45 am and lateness can result in them missing an important part of their learning. Our lessons start promptly, and any child who is late will miss valuable input from the class teacher.

**Absences**

If your child is absent for any reason we ask you to telephone the school office on the day of absence. We also ask you to put the reason in writing and give it to the class teacher on their return to school. If the absence is not medically related you will need to complete a leave of absence form. These are available at the school office. However from September 2013 headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In law, parents and carers are committing an offence if they fail to ensure regular and punctual attendance at school. Therefore any unauthorised holidays in term time can result in fines or even criminal convictions. We have been working very hard on improving the children’s attendance as this is crucial for the children to reach their full potential. Excellent attendance is rewarded with individual certificates and year group trophies.

If there are changes to the arrangements for picking up the children at the end of the day please inform the office before 1pm so that a message to the teacher can be put in the afternoon register.

**Medical**

Please ensure that the medical forms are completed and returned to school as soon as possible. Many thanks to those who have already done so. If your child requires medicine during the school day this should be given to the office by an adult at the start of the day with a written explanation of dosage etc. We ask for asthmatics to provide 2 inhalers, clearly labelled, one to be kept in class and the other in the medical room.

**PE and Uniform**

PE kits should be in school at all times, this year we will be keeping the PE kits in a large box in the classroom to avoid loss and confusion. It is important that all items of kit, including footwear, are clearly named. As the weather gets colder please ensure your child has appropriate outdoor clothing. Both classes have PE lessons on a Monday and Friday.

Please ensure your child is sent to school in the correct uniform, which is ***named clearly***. They must have their shirts tucked in, top button done up, a tie and the correct footwear. Trainers are not school uniform. If your child has mislaid their tie, or their school shoes can not be worn for a particular reason, please supply a note. Hairstyles must be appropriate for school, tramlines, mohicans and coloured hair are not suitable. Children may not wear jewellery to school with the exception of stud earrings.

**Rewards and sanctions**

Rewards are given for adhering to the class charter and any behaviour, effort, or attitude in line with the L.E.A.R.N principles (**L**isten, **E**xplore, **A**sk questions, **R**eply, **N**ever give up). Sanctions are used as a last resort after the child has been given a chance to rectify their behaviour according to the new Behaviour Policy. We have a Zero tolerance policy for violence and bad language, this behaviour will result in immediate detention. During the course of a half term, if the child receives 3 lunchtime detentions an after school detention will be given and supervised by Mrs Hiscock or Mrs Charlton-Garrard. This will also mean that the child will not be invited on school trips or to after school clubs for the rest of the half term.