

## ASSESSMENT DATES

At various times throughout the year children undergo formal assessments in different aspects of their education.

The results of these assessments provide us with important information which is used in planning procedures etc. Please note the assessments referred to are formal standardised tests or nationally required tests such as the Standard Assessment Tasks (SATs) and take place for Year 2 pupils during the month of May.

## 6. General Information



### OFFICE HOURS

The school office will normally be attended between 8.45am and 4.00pm Monday to Friday.

### CHANGE OF CIRCUMSTANCES

Should your address or emergency contact numbers change or pick-up procedures differ from usual, please inform the school so that our records can be updated.

It is important to maintain accurate information on every child. If you think our records might be out of date please contact the office for a new form.

### PERMISSION SLIPS

All children will, at various times each year, go on educational visits or participate in a school outing. They will perhaps have a photograph taken as a member of a team within the school and they will participate in other events/activities for which parental permission is required.

In the past we have sent out permission slips on every occasion a trip/event was organised but now we would like parents to sign a permission slip for the year ahead granting permission for your child to be included in all such activities or events that may be planned. You will, of course, be informed when events or trips are organised and should you not wish your child to participate you can let us know and he or she will be withdrawn and given other activities to do.

Please sign and return the permission slip at the back of this Prospectus soon as possible.

## ATTENDANCE



There has been a considerable increase in the number of absences for holiday purposes, particularly as some families are taking more than one holiday per year during term time.

The legal situation regarding holiday absences is that a child may be taken out of school up to a maximum of 10 days. Beyond that, all absences other than for illness are regarded as being unauthorised.

The way in which the National Curriculum now operates makes it increasingly difficult for teachers to give children the opportunity to cover those areas missed through absence.

Please ensure you write to the school if it is your intention to take your children on holiday during term time. However, we do ask that you consider the issue carefully before taking your children out of school.

In some instances the cumulative effect of holidays and absence through illness can have serious implications with regard to progress and levels achieved. All absences, both authorised and unauthorised will be recorded and reported to parents in July of each year. In the event of absence from school, parents should contact the school office as soon as possible giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone, fax, e-mail or by sending in a note to school.

When your child has had a stomach upset and sickness it is important that you allow a period of at least 24 hours to elapse after the sickness has finished before sending him back to school. Such action will help to prevent the infection spreading unnecessarily to others in the school.

The Attendance Summary Report for Oundle CE Primary School can be found in Appendix 3.

## LATE ARRIVALS

The late arrival of children to school causes unnecessary disruption to the classes and creates difficulties with regard to registration. The school day starts at 9.00am and children should be in the playground a few minutes before that time. Please note that children arriving late will be given a "late mark" and parents will be informed if the frequency of "late marks" is too high. Any children arriving after 9.00am should report their arrival to the secretary in the school office and parents will be asked to make an entry in the Late Book.

Late arrivals for medical appointments are perfectly understandable but it would help if you could let the school know in advance if at all possible. The list of holiday dates for this academic year is provided at the back of the Prospectus in Appendix 4.