

## Parent Guidance

At Roebuck Primary School and Nursery, we are committed to high standards of attendance, punctuality and behaviour. This guidance outlines how we work in partnership with parents to meet these expectations. A full version of the policy can be requested from the school office.

### Attendance and punctuality

We aim to work in partnership with parents to enable all pupils to take advantage of the educational opportunities available to them.

#### School will

- provide a safe learning environment
- record attendance daily
- encourage good attendance including using class and individual rewards
- investigate absences and poor punctuality, working with external agencies as needed
- authorise absences appropriately (see below).

#### Parents should

- ensure children attend school regularly and punctually and are in a fit condition to learn
- inform school on the first day of absence by school app, phone, email or in writing by 9.30am
- sign children in and out of school at the office after 9am
- avoid arranging family holidays during term time
- maintain regular communication with school as necessary, through meetings or phone calls
- inform school of any change to contact details.

#### Pupils should

- attend school regularly, punctually, in correct uniform and properly equipped
- stay on the school site during the day unless given permission to leave.

#### Authorised Absence

Only school can authorise absences. Absence can be authorised for:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances such as bereavement

Holidays during term time can only be authorised in exceptional circumstances. Parents must complete an "Application for absence during term time" at least 3 weeks before the holiday and return this to school office, in order for the request to be considered.

Absence cannot be authorised without an explanation or if the school are dissatisfied with the explanation. Please do not take unauthorised absence for your children.

Our Pastoral Support and Attendance Worker is Mrs Yvonne Maddren.

Please contact Mrs Maddren or Mr Fordham to discuss any worries that you have relating to attendance and punctuality including concerns about unauthorised absence.

## Behaviour

We want every member of the school community to feel valued and respected. We aim to work in partnership with parents to promote good relationships, so that all pupils develop behaviours which allow them to make the most of the educational opportunities available to them.

### School will

- expect that every member of the school community behaves considerately towards each other
- treat children fairly and apply the behaviour policy consistently
- reward good behaviour and use sanctions to enforce school rules (see below for details)
- contact parents where behaviour repeatedly disrupts/upsets those around or their learning
- promote the Code of Conduct within class
- act immediately to stop further occurrences of bullying behaviour once it has been identified
- physically intervene to prevent injury to a child
- help children to take responsibility for their actions by teaching that 'feelings are feelings, but behaviour is a choice'.

### Parents should

- read the school rules and support children to meet the Code of Conduct
- give consistent messages to children by supporting their child's learning
- support actions (rewards and sanctions) taken by school to promote good behaviour
- talk to children about the value of the month and how they can show this
- tell school if there is concern about the way their child has been treated.



### Rewards

- Verbal congratulations
- Marbles awarded towards a class treat and to be converted to house points. The winning house, each term, get a trophy and their house points are converted into money for their chosen charity.
- A 'superstar' is nominated from each class weekly.
- Each child has a code of conduct and can earn a stamp for keeping the rules each week. Certificates are awarded at Code of Conduct assemblies for 10, 20 and 30 stamps.
- Children vote for a class winner for the value of the month. Certificates are given in assembly.
- Each child starts the week with 20minutes Golden Time.
- Children work to gain stickers on their learning behaviour chart. Each complete card is converted into a learning badge.

### Sanctions

- Verbal warnings
- Minutes lost from Golden Time
- Code of Conduct stamps lost
- Time out in paired class

Where necessary behaviour incidents will be recorded and monitored. Further sanctions may be taken for serious or persistent poor behaviour choices, in line with the school policy which is available from the school office.