

Danger Lane, Moreton  
Wirral, CH46 8UG  
Tel: 0151 677 1091  
Fax: 0151 605 0100



Headteacher: Mrs M. Jackson  
Deputy Headteacher: Mrs L. Smith

[www.sacredheartmoreton.co.uk](http://www.sacredheartmoreton.co.uk)

Friday 7<sup>th</sup> September 2018

Dear Parents and Carers,

I hope that you all had an enjoyable summer with your children. At Sacred Heart we have had a very happy start to the new term. It's a joy to see how delighted the children are to come into school. They have settled very quickly to their work in class and have shown great enthusiasm for the topics which are being introduced.

The children look very smart in their new uniforms. Thank you for spending time (and money!) in the holidays to make sure your child feels good in school because they have the right uniform, PE kit and all the equipment they need for the day.

### **Attendance**

We continue to have an emphasis on working with you to ensure your child has good attendance and punctuality. The children love receiving the weekly class awards for good attendance and are keen to win with their class. I'm delighted to report that no children were late for school on the first two days of the term. This means that all classes have been able to begin punctually and no child has arrived in school feeling that they are starting the day "behind" their peers. Thank you for making sure that your child gets the most out of their day here at Sacred Heart.

I have attached a chart to this letter which provides sobering statistics on how much learning a child can miss if they are absent or late for school.

### **Reporting Absence**

Of course there may be occasions when your child unwell. Please inform the school office if your child is going to be absent from school by calling the school absence line on 677 1091) before 8:45am on **every day** of your child's absence.

If we do not have a reason for a child's absence, we will treat this as an urgent matter and contact everyone on the emergency contact list. If we are unable to contact someone on your emergency contact list, we will regard this as a safeguarding issue and take further action.

If your child is late, they must be signed in by the person who drops them off at school. If children arrive late at school, unaccompanied, we will assume that you do not know of their whereabouts and will treat this as a safeguarding issue.

### **Contact Details**

If your child becomes unwell or has an accident in school it is important that we can contact you, or another adult that you trust in this emergency situation. Thank you to everyone who has returned the data sheets



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with this information on. We will contact all parents who have not yet returned their data sheets, so please look out for these and return any outstanding information as soon as possible, in the interest of your child.

### **Contacting the School**

I am delighted to inform you that we have had a significant upgrade to the school telephone system during the holiday. Please follow the user-friendly instructions when you call the school so that we respond to you promptly and don't be afraid to leave a message- someone will get back to you.

### **Boxes for PE kit and lunch boxes**

In these times of austerity and reducing budgets in many sectors, we have had to carefully review our staff deployment. Before the summer holiday we found that the office team spent a great deal of time during the day delivering PE kits and lunchboxes to children whose parents had forgotten to send them into school with the things their child needed for the day. We can no longer afford to have personnel doing this role. As a solution to this we will put a box in the office area so that on the rare occasion you might have forgotten to give your child their PE kit or lunch box you can bring it in and put it in the box. When your child then notices they do not have their lunch or PE kit, they can be directed to the office, under supervision, to look for it in the box. Thank you for your cooperation in this matter.

### **Playground Equipment**

The playground equipment and field are checked daily for safety before the children use these areas under the supervision of staff. Please do not let your child use the equipment or play on the field at the start or the end of the school day, as we cannot assure their safety.

### **Arrangements for the End of the School Day**

It is the school's duty to ensure pupils are safe in school and that they leave school safely at the end of the school day. At the end of the school day, staff must hand the children into the care of a responsible person, unless we have permission to do otherwise. For example, there may be certain times of the year when you might wish older children to walk home unaccompanied. Year 6 children will receive a letter with this information on.

I am therefore writing to remind you that your child must be collected by a responsible person aged 16 or over.

Please note: Children leaving the After School Clubs must also be collected by a responsible person aged 16 or over.

We ask all those collecting children from years 2 to 6 to stand behind the wall on the Junior playground. This is so that the children and their teacher can have the space to see you. It would help if you can stand in the same area of the playground each day so that your child knows where to look for you. If you are collecting children from the infant building, please do not walk between the wall and the school, when teachers are seeing the children out.

If you wish to speak to your child's class teacher at the end of the day, please wait until the class have been dismissed so that the teacher can focus on the children's safety.

### **Secondary School Examination Information**

A reminder to parents of pupils in year 6 who are sitting entrance examinations:

The 11+test will take place at Sacred Heart on Monday 17<sup>th</sup> September 2018, for all those who have registered.

The arrangements for the entrance tests for St Anselm's College and Upton Hall School can be found on their websites. If your child is taking an entrance test away from the school site, please inform me by letter so that their absence for the morning can be authorised. If you have any queries regarding this, Mrs Curtis in the office will be happy to help.

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**And finally...**

Thank you for all the support you give to the school to ensure that your child has a wonderful start to their education. The staff team and I really appreciate it. I am looking forward to working closely with you in the coming weeks and months and to seeing you at the introductory meetings which are coming up. Years 3 and 4 will have their first meeting in a couple of weeks. Letters will be sent to you as soon as the date is finalised.

Best wishes

Margaret Jackson  
Headteacher

| Attendance during one school year | Equates to days absent | Which is approximately | Which means the number of lessons missed |
|-----------------------------------|------------------------|------------------------|--|
| 94%                               | 10 days                | 2 weeks                | 50 lessons                               |
| 90%                               | 19 days                | 4 weeks                | 100 lessons                              |
| 85%                               | 29 days                | 6 weeks                | 150 lessons                              |
| 80%                               | 38 days                | 8 weeks                | 200 lessons                              |
| 75%                               | 48 days                | 10 weeks               | 250 lessons                              |
| 70%                               | 57 days                | 11.5 weeks             | 290 lessons                              |
| 65%                               | 67 days                | 13.5 weeks             | 340 lessons                              |

**Lateness**

| Minutes late per day | Equates to days of teaching lost in one year | Which means this number of lessons missed |
|----------------------|--|---|
| 5 minutes            | 10 days                                      | 17 lessons                                |
| 10 minutes           | 7 days                                       | 35 lessons                                |
| 15 minutes           | 10.5 days                                    | 52 lessons                                |
| 20 minutes           | 14 days                                      | 70 lessons                                |
| 30 minutes           | 21 days                                      | 104 lessons                               |



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