

Our Ref:
Your Ref:
Contact:
Tel: 01236 794876
Fax: 01236 451072
E-Mail: ht@greenfaulds.n-lanark.sch.uk
Date: 10 November 2016



Mrs Linda Park
Head Teacher

Learning & Leisure Services
Greenfaulds High School
Athelstane Drive
Cumbernauld
G67 4AQ

Dear Parent/Carer

At Greenfaulds High School we are seeking to improve the timekeeping of those pupils who frequently, and in some cases persistently, arrive late to school. As you are aware we introduced a texting service to inform parents of latecoming, but due to the move to a new school and a change to our school messenger system we had to temporarily suspend this.

We are now in a position to resume this service, and from Monday 14th November, the school will text parents every time a pupil arrives late. A warning bell rings each morning at 8.50 am to allow pupils to make their way to class for the beginning of the school day at 8.55 am. I would emphasise that the purpose of the texting initiative is to allow the school to work with pupils and parents in order to improve timekeeping for those who regularly/persistently arrive late. It is inevitable that latecoming may occur occasionally due to circumstances outwith a pupil's control. Although no action will be required in such cases we feel that parents may wish to be kept aware of this. In such cases there is no need for the parent to contact the school.

If your child arrives late to school without prior notification from yourself you will receive a text. If latecoming becomes frequent or persistent you will receive further communication inviting you to meet with your child's Pupil Support teacher or Year Head to discuss the problem and seek solutions.

We would also like to extend this service to encourage parents to reply by text to report instances of absence. When a pupil is absent from school without prior notification, you should receive a text. In this case we would appreciate if you replied by text if possible as it is a more effective means of getting in touch when the phone system is busy. Parents still require to supply the school with a note or email on the pupil's return to school.

These minor changes can be seen on the attached leaflet that outlines the updated absence and lateness procedures. **It is the responsibility of senior pupils who participate in private study at the start of the day to sign in or they will be marked absent and a text sent to parents.**

If you have not been receiving texts from the school that means we do not have an up-to-date mobile phone number for you and we would ask you to contact the school as soon as possible on 01236 794876 to correct this.

Your support in managing and monitoring attendance is greatly appreciated.

Yours sincerely,

Linda Park
Head Teacher

Andrew Sutherland, Executive Director, Learning & Leisure Services, Civic Centre, Windmillhill Street, Motherwell ML1 1AB

www.northlanarkshire.gov.uk



Service and People First

Reply Slip

Please sign the slip overleaf and return it to your child's House Time Teacher as soon as possible.



If your child becomes unwell during the school day:

If your child becomes unwell during the school day they should ask their class teacher to issue a "Sick slip". They should then report to Reception at which point the nominated emergency contact will be phoned and asked to collect your child. It is essential that the emergency contact information held by the school is accurate.

Pupils should not phone their parents directly without having followed these procedures.

The procedures outlined above also apply to senior pupils in S5 and S6.

Issue of Exit Passes for Doctor/Dental appointments during the school day

What to do if your child requires an Exit Pass:

Pupils should not ask out of class to collect an Exit Pass.

The majority of Exit Passes are for planned appointments and should be arranged at least one day prior to the appointment. In order to minimise disruption to learning and teaching, Exit Passes will now be issued at the Reception desk between 8.30 and 8.50am. A signed note should be presented giving details of the appointment for the school day.

If for any reason your child is unable to collect his/her Exit pass before the start of the school day, he/she should report to the reception at morning interval.

The procedures outlined above also apply to Senior Pupils.

Late coming Procedures

Classes will start every day at 8.55am and pupils should be encouraged to arrive at school in good time to ensure that they can be in class and ready to begin work at this time. The school is open to pupils from 8.15am and canteen facilities are available from this time.

Pupils who arrive after 8.55am should report directly to class where the late-coming will be recorded by the class teacher. If pupils are repeatedly late the school discipline system will be applied. Parents will be informed by text of latecoming and if a pattern of late-coming develops will be invited to discuss this with their child's Pupil Support teacher or Head of Year.

Greenfaulds High School

Revised Attendance and Late-coming Procedures





Information for Parents regarding Registration of Pupils

Registration will be completed on a period by period basis however there will be new procedures for pupils who arrive late to school.

The support and cooperation of parents and carers in adhering to these revised procedures will be invaluable in ensuring that we have a system which works effectively and which allows us to account for pupils' whereabouts at all times.

Parents are asked to familiarise themselves with the information outlined in this leaflet and to sign and return the enclosed slip indicating that they have done so.

The information in this leaflet will also be made available on the school website.

Attendance

What to do if your child is unwell and unable to come to school:

Please phone the school as soon as possible after 8am on the first day of absence. Should you not have been able to phone the school prior to the start of the school day you should receive a text message informing you of the absence. If possible can you please reply to the text message stating the information below rather than phoning.

You should state your child's name, year group and Pupil Support Teacher. You should also say what is wrong with your child and, if possible, indicate how long you expect him/her to be absent. If your child's illness continues for longer than expected, please **phone** again to explain this.

What to do when your child returns to school following an absence:

Written confirmation is a legal requirement for all absences. This can be either in the form of an email or a note for the attention of your child's Pupil Support teacher. **See list below:**

CHnotes@greenfaulds.n-lanark.sch.uk – Mrs. Heselwood
KANotes@greenfaulds.n-lanark.sch.uk – Mrs. Adler
KRnotes@greenfaulds.n-lanark.sch.uk – Miss Reid/Mr. Bradley
MMnotes@greenfaulds.n-lanark.sch.uk – Miss MacMillan
PAnotes@greenfaulds.n-lanark.sch.uk – Mr. Adler
SCnotes@greenfaulds.n-lanark.sch.uk – Mr. Clulow
SNnotes@greenfaulds.n-lanark.sch.uk – Mr. Neil

The above email addresses should only be used for parental absence notes. Any other enquires should be addressed by phoning the school to arrange to speak to your son or daughter's Pupil Support teacher directly.

The email or note should contain the following information ...

Name of pupil
House Time Class
Pupil Support Teacher
Dates of absence
Reason for absence
Name of parent/carers (Print name)
Notes should be handed in to the Reception area between 8.30 and 8.50am on the day your child returns to school.

Failure to supply a note or email following an absence will result in the absence being recorded as "unauthorised".

Reply Slip

Please sign this slip and return it to your child's House Time teacher as soon as possible.

I confirm that I have received and read the leaflet outlining revised attendance/late-coming procedures for pupils at Greenfaulds High School.

Name of Pupil: _____

Pupil Support Class: _____

Name of Parent (please print name):

Signature of Parent:

