

**Attendance/Late Coming**

We do not expect children to come to school when they are unwell, however, I must impress on you the importance of good attendance and time keeping to ensure your child makes the best possible progress in his/her education. If your child is unwell please call the school office before 9.30am, otherwise we will contact you by text message. If we are unable to make contact or do not hear from you we may have to take further action. These procedures are in place to identify very quickly children who may be missing and/or are at risk.

Sometimes owing to unforeseen circumstances a child is late and we would rather that he/she came to school than not at all. However, habitual late coming causes disruption, not only to your own child’s learning but also to the rest of the class. I would urge you to make every effort to have your child arrive at school on time. We are required to monitor both attendance and late coming and will contact parents/carers if the need arises.

**Administration of Medicine**

If your child needs to take medication while at school, even for a short time, you must complete an administration of medicine form which is available from the school office.

All medication is stored

securely within a locked

cupboard and

can’t be accessed

by children.

**Annual Data Check**

Annual data check forms will soon be issued to all pupils. It is vitally important that we have the most recent contact and health information for our children, therefore, please take time to complete and return with all relevant information.

You are required to sign in several places.

PE- earrings etc

Days of PE

Parent Council

 **School Uniform**

The children look very smart in their school uniforms and I would like to say ‘Thank You’ to all parents/carers for their commitment to our school uniform. I would urge you to continue to support us in ensuring that your child wears his/her full school uniform at all times **including shirt and tie. *(I understand that this can prove difficult for some children in our LCSC with sensory issues and in these cases blue polo shirts are permitted).***

Wearing school uniform creates a very good impression of the school and gives the children a sense of pride in belonging to St Lucy’s. It also alleviates any stigma against children for not wearing expensive labelled items. May I take this opportunity to remind you that trainers do not form part of our school uniform and I would ask you to try and encourage your child to wear plain black/navy shoes to school.

Our uniform is what makes us distinguishable as a school. Our high standards are often remarked on by visitors to the school and during school outings and this is something I am eager to maintain.

Please ensure your child’s name is on all his/her belongings; unless we are found to be at fault we are not liable for loss of any personal belongings and I am well aware of the cost of replacing children’s clothes.

Many thanks for your continued support in this area.

