NOVEMBER 2023



'LEARNING AND GROWING TOGETHER'

Mr Richard Erskine

Very sadly Richard passed away this week. Richard served on our Board of Governors for many years and for several of those years, as the Chair of Governors. Richard has always had close links to WPSNU, with his daughter Alison, serving on PTA & Governors and his grand children attending as pupils. Our thoughts and prayers are with Richard's family at this very sad time.



Dates for the Diary November				
Sun 12	Remembrance @ Cenotaph (Y7 Pupil Voice & Mr Loughins)			
Thurs 16	Inter-Generational Project – Mrs Knipe's class			
Thurs 23	Inter-Generational Project – Mrs Knipe's class			
Thurs 16	7.30pm PTA			
Tues 28	Jack & the Beanstalk @ Courtyard Theatre – Y3 & Y6			
	December			
Thurs 7	Cross Country Competition			
Fri 8	Christmas Dinner Day – school will finish @ 1.00/1.05pm.			
Mon 11	Nursery, Y1, Y2 & Y3 Christmas Concert DRESS REHEARSAL			
Wed 13	Nursery, Y1, Y2 & Y3 Christmas Concert			
Thurs 14	Nursery, Y1, Y2 & Y3 Christmas Concert			
Thurs 14	7.30pm Board of Governors			
Mon 18	Carol Service 7.00pm			
Wed 20	PTA – Santa Visit			
Thurs 21	School finishes @ 12.00 (Y1 – Y4) & 12.05 (Y5 – Y7)			

PTA Halloween Disco

On Friday 27 October all children should come to school in fancy dress (or just in non-uniform if dressing up 'isn't their thing'). Please support PTA who organise events which the children really enjoy, while raising essential funds for WPSNU. DON'T FORGET TO PAY £2 THROUGH SCHOOL MONEY!



Half Term Holiday

On **Friday 27 October** school will finish for the half term holiday at: 1.45 – Y1 – Y4

1.50 - Y5 - Y7

School will be closed from Monday 30

October-Friday 3 November and will reopen at the normal time on Monday 6 November.



Sunday 12 November

On Sunday 12 November Mr Loughins and Y7 members of the Pupil Voice will go the Cenotaph in Whitehead as part of the act of remembrance. As we prepare for this special day, poppies etc will be on sale in school from Monday 6 November.

Board of Governors Annual Report 2022/23

The Annual Report from the Board of Governors for the academic year 2022/23 is included below. There will also be a copy on the school website www.whiteheadps.com

Synopsis of Key Policies

Please find below a synopsis of some of the key policies in school. The full version of the policies will be posted on the school website. Over the last few years, the children, staff & governors have reviewed our Homework Policy, Positive Behaviour Policy & Addressing Bullying Policy. These are posted on our website. Please read the policies and if you have any queries or suggestions regarding the policies don't hesitate to email me at iloughins453@c2kni.net by Friday 1 December. Any queries or suggestions will be considered by governors at our next meeting on Thursday 14 December.

Personal Development & Mutual Understanding

With regards to RSE please find below a letter from DENI. The content of the RSE Progression Framework is available at www. ccea.org.uk. As planned, we will review RSE in November/December to ensure that we are fulfilling our statutory obligations. Once the staff and Governors have reviewed our RSE provision we will provide an overview to parents.

General Data Protection Regulation (GDPR)

We have been reviewing and updating our GDPR documentation and at the beginning of the next half term **your child will bring** home a parental permission form allowing us to take photos of your child and share information relating to your child.

Christmas Concert

Our Christmas Concerts will take place on Wednesday 13 & Thursday 14 December. The children will be practising hard when we return to school and will be very excited that you will be able to come along to watch them perform. You can come along on either day and the tickets will be £2.50 each. More details will follow, after half term. So that you can begin to make plans the timings of the performances will be as follows:

9.30 - Y1

10.00 - Nursery

10.30 - Y2

11.00 - Y3



Christmas Dinner Day

If your child would like a Christmas Dinner on Friday 8 December, please book through school money. Booking will be available from Monday 6 — Friday 17 November.



Attendance & Punctuality

Regular attendance is very important so that your child reaches their full potential and a 'wee' day here and there can make a big difference. Please see the 'Miss School, Miss Out' leaflet below. 90% attendance sounds good but in actual fact, it means that your child has missed:

- A half day of lessons every week
- Four whole weeks in a single year
- Half a school year (one and a half terms) over 5 years

Based on DE policy:

- Regular attendance is deemed to be > 95% (which means that a child is missing 1 day per month)
- At risk attendance is deemed to be 90.1% 95% (which means that a child is missing 1-2 days per month)
- Chronic attendance is deemed to be 80.1% 90% (which means that a child is missing 2-3 days per month)
- Severe chronic attendance is deemed to be < 80% (which means that a child is missing 4+ days per month)

In line with DE policy, I am required to monitor attendance throughout the school year and as I do so:

- Your child's teacher will update you regarding your child's attendance during Parent/Teacher Consultations (October & February) and attendance will be recorded on your child's annual report.
- I will forward you a letter should your child's attendance dip to 90% or lower
- I will forward you a second letter should your child's attendance dip to 85% or lower. At this point I will consider making a referral to the Education Welfare Officer (EWO)
- Should your child's attendance dip to 80% or lower I will be in contact with you to discuss your child's attendance and complete the referral to the EWO

Punctuality is also very important and is closely monitored. It is very interesting to note that if your child is late for 5 minutes each day, they will have missed 15 hours of school, equating to 2.5 days.

Adverse Weather

As we get closer to winter, I will always endeavour to keep school open, however if school is required to close due to very inclement weather we will inform you through Seesaw, Facebook, the school website and by text message.

Car Parking

Please be really careful when you are parking at school. We have had a couple of near misses when cars have mounted the kerb in order to park.



'LEARNING AND GROWING TOGETHER'

Annual Report to Parents 2022 / 2023

Impact of Covid 19

Due to the impact of Covid 19 Annual Reports for 2109/20, 2020/21 & 2021/22 were not undertaken.

Members of the Board of Governors

Key Role	Name	Representing	End of Term of Office
Chair	Mrs Denise Harvey	Transferor Representative	June 2024
Vice Chair	Mrs Olive Crooks	Transferor Representative	June 2024
	Mr Harry Armstrong	Transferor Representative	June 2024
	Mrs Fiona Taylor	Parents' Representative	June 2024
	Mrs Alison Howlette	Parents' Representative	June 2024
	Mrs Sarah Chowne	Education Authority Representative	June 2024
	Mr Graeme Baird	Teachers' Representative	June 2024
Secretary	Mr Jim Loughins	Principal (non-voting member)	

The next election for Parent Representatives will take place in April – June 2024 when the Board of Governors will be reconstituted.

Finance

Income	
Initial Budget	£1,282,989
Additional Allocations	£79,017
2021/22 carry over	£141,498
Total Budget	£1,503,504
Expenditure	
Teaching Staff	£1,016,125
Non-teaching staff	£260,698
Non-staff costs	£89,181
Gross Expenditure	£1,366,004
Less Income (from other sources)	£0
Net Expenditure	£1,366,004
Surplus 2022/23	£137,500

Bequests

Balance as of 31-03-23, £129.51. The bequest is used to replenish Sports Day medals on a tri-annual basis.

Primary School & Nursery Unit Current Accounts

The current accounts for both the Nursery Unit & Primary School were duly audited by Mr M Crooks and approved by the Board of Governors.

Strengthening Links with the Community

Collaboration and Shared Education (CASE)

As part of the CASE programme we once again partnered with Olderfleet PS, St MacNissi PS & Moyle PS. 169 children from our school took part in CASE across 6 classes from Year 2 to 7. This involved 6 class teachers and classroom assistants. In Year 2 and 3, the children were engaged with their partnership school through online plenary sessions in PBL and ABL, video sessions and pen pal letters. Another year of Mathletics funding benefitted the whole school, developing children's numeracy and ICT skills. The children from Y3-7 also played live Mathletics against their partner schools. CASE funding of CORE NI meant all staff received face to face training, which was part of the whole school staff development programme in the first term focus on PE. The children had the opportunity to go with their partner schools on day trips to Carnfunock (P2), Zoo (P3), W5 (P4), Brackenhill (P5), and Airtastic (P6 & 7).

Some of the responses from the children in the questionnaire at the end of the year were:

"I loved playing with new friends."

"I loved going to the other school to play with their toys."

"You get experience how they learn and what their school is like."

"I liked getting cards and letters."

Recently talking to a past pupil and some of his friends they said to each other, "We remember sitting together and playing games in your hall. We loved getting to meet new people and exploring in the orchard. Who knew we would meet up again and become best friends when we went to secondary school!" (Mrs S Kidd – CASE Co-ordinator).

Educational Visits

We value our local community and as such undertake several local educational visits to include:

- Whitehead Library
- Seashore at Whitehead (Study of Living Things)
- Whitehead Town (House Study)
- Gobbins Path

In addition, the children had opportunity to visit:

- Streamvale Open Farm
- Ark Open Farm
- Folk Museum at Cultra
- W5
- The Courtyard Theatre (Christmas Pantomime)
- The Ulster Museum

Y6 Residential

From Monday 27th February – Wednesday 1st March 2023, 58 Year 6 children and 5 members of staff from Whitehead Primary School enjoyed an action packed few days at Delamont Outdoor Education Centre on the shores of Strangford Lough. Children participated in a range of daytime activities including canoeing, powerboating, archery, orienteering, beach walk, campfire and s'more making. The evening activities included Nightline, orienteering and team games. Everyone had lots of fun and the facilities at Delamont

were perfect for our group. We look forward to returning again next year. (Mrs K Knipe – Y6 Residential Co-ordinator).

Y7 Residential

This was our first ever Year 7 residential to Manchester and what a trip it was! Fifty-eight children and five staff boarded the P&O ferry at Larne, early on the morning of Tuesday 2nd May. Our first stop on the road south was at Dalscone Fun Farm, before heading on to our hotel near the Trafford Centre in Manchester. We had a few action-packed days, jam—packed with activities ranging from Salford Water Sports Centre, to a stadium tour of the Etihad and a full day spent in Alton Towers. Everyone had an absolutely amazing time and the children did our school proud with their manners and behaviour; we were complimented everywhere we went! (Mr G Baird – Y7 Residential Co-ordinator).

Extra-Curricular Activities

A wide variety of extra-curricular activities as outlined below were offered throughout the year.

Teachers & Classroom Assistants offered:

- Football
- Hockey
- Netball
- Cross Country
- Badminton
- Art Club
- Drama & Music

Outside Coaches offered

- Jujitsu
- Irish Dancing
- Short Tennis
- Cricket
- Coding Club
- Rugby
- Hip Hop
- Healthy Kidz

The school entered teams in competitive leagues for U10 & U11 football & girls' hockey, netball. The rugby and cricket teams competed in tournaments for Mid & East Antrim Primary schools.

Music & Drama

The 2022/2023 school year held great excitement for The Arts with the highly anticipated return of many of the music and drama activities in school. Nursery to Year 3 were thrilled to be able to perform their Nativities once again to a live audience in December. It was lovely to see so many happy smiling faces on our stage once again. Year 4-7 children were proud to showcase their musical talents at the annual carol service for the first time since before COVID with a Christmassy evening of music and song in Whitehead Presbyterian Church. In the run up to Christmas, Year 6 and 7 choir members had the opportunity to visit Whitehead Methodist Church and perform for a group from Radius Housing. Year 7 choir members were

delighted to be invited to sing at some of the nursing homes in Whitehead also. We really enjoyed spreading Christmas cheer to members of our community. In the summer term, the choir and some of the pupils learning musical instruments held an evening of music and song. The applause from the audience on that evening was reflective of the fantastic musical talent on display. (Miss H McClay - Arts Curriculum Leader).

Pupil Voice

Another great year for the Pupil Voice! Elections took place in September with two pupils being voted in from each class. It has been impressive to witness the confident manner in which contributions have been made to the monthly meetings. The representatives were interested in examining a number of school policies, this producing an often, interesting debate. The charity voted in for this year was Cancer Research UK, with the Pupil Voice deciding to host a 'Shorts and Shades' day. £360 was raised. (Mrs L Murphy -PDMU Curriculum Leader).

Culture & Diversity

The focus for Diversity Day this year was Canada. Pupils enjoyed participating in many activities including tasting pancakes and maple syrup in the Canadian Café and the build the tallest snowman challenge. We were pleased to welcome Mikayla Cartwright and Deirdre Vance to host the Museum table, their contributions and personal insights greatly enhancing the pupil experience. (Mrs L Murphy - PDMU Curriculum Leader).

Eco-School

In September 2022, 16 children (2 from each class, Y4 - Y7) were elected by their peers on to the Eco Committee. The committee met on a monthly basis from September 2022 to June 2023 and throughout the course of the year we improved our food recycling system, reduced energy usage in school and created a gardening club with parent & grandparent volunteers. In addition, we worked alongside Mid and East Antrim in order to encourage dog owners to 'scoop the poop'. We created bag holders using milk cartons and attached them to the fence of the school providing dog owners with easy access to dog poop bags. (Mrs C Shaw – Temporary Eco Co-ordinator)

Links with Pre-school and Post Primary Schools

Mrs McConnell visits any local playgroups whose children will be coming to Nursery. Mrs Kidd & Mrs Parkes visit the local playgroups and the Nursery to meet with staff and children who will be enrolling in Whitehead Primary. Link teachers from local post primary schools are invited to visit school and speak to the Year 7 pupils and teachers to assist continuity of learning opportunities. Mr Loughins also meets with each of the link teachers.

Parents and the School

A very special partnership exists between parents and the nursery and primary school. Many of our parents come into school on a regular basis as parent helpers. This creates a sure and effective foundation upon which positive learning and positive behaviour can be built. The Board looks forward to ensuring that this bond is further strengthened and built upon in the future.

Parental Meetings

The following meetings took place to inform parents about children's progress, the curriculum and future plans. Attendance at the meetings was excellent.

- PTA AGM and Child Protection Training for all parents who wish to assist in school or accompany children on a school trip.
- Induction evenings for Nursery & Y1 parents.
- Curriculum Evenings in September for Y2 Y7 to outline the key areas of learning and how parents can best support their children.
- Parent / Teacher consultations in October, February & May (for those children with an PLP).
- Information evenings in preparation for the Y6 residential to Delamont and the Y7 residential to Manchester.
- Information evenings to inform & support Y6 parents as children prepare for the Transfer Test and Y7 parents as they complete the Transfer to Post Primary Application Form.

Parent Teacher Association

In June 2022, a new PTA committee was formed, following a few years of the Covid pandemic preventing PTA activities taking place. We had 5 meetings during the 2022/2023 academic year, on average around 13 members attended each meeting. We also had a social event for the committee members in June, where we went for a meal to the Fuzzy Beak. Over the course of the 2022/23 academic year, the PTA organised a Halloween Disco, a Christmas fun day, a Bake Sale, a Coffee Morning, a Build-a-Bear raffle & Guess the Sweets in the Jar, a Crazy Hair Easter Disco and a Sponsored Bounce & Fun Run. All of the events took place during school hours. The PTA also arranged for personalised Coronation Tea Towels and set up a tea/coffee stand at the Sports Day. Across all of these events, a total of just over £8,200 was raised.

Financially, the most successful event was the Sponsored Bounce & Fun Run, which brought in sponsorship of over £4,500. We are also able to claim Gift Aid on some of this amount, which will bring in an additional sum of nearly £500. The Bake Sale and Coffee morning was also a very successful event, and probably the highlight of the year for me. We asked pupils to bring in donations of buns, biscuits, cakes - whatever they wanted to bake (or buy). We were overwhelmed with generous donations. The teacher representatives on the PTA divided the donations, allocating some for the pupils bake sale and the remainder for the coffee morning. The bake sale took place throughout the day in the gym hall, and was manned by P6 pupils and a PTA member. The coffee morning took place in the Assembly Hall between 9 and 11:30 - PTA members served tea, coffee and buns. It was lovely to welcome family and friends into the school and it was also an opportunity for PTA members to get to know each other a little better. The event raised over £1000.

Raising funds for the school is the main purpose of the PTA, but I feel it is important to balance that with creating a programme of fun, engaging and memorable events for the pupils, and I look forward to continuing that again in the coming year. If anyone is interested in joining PTA don't hesitate to contact me, 07817444518 or at anderson.kathryn@icloud.com (Mrs K Anderson – PTA Chairperson)

Security of Staff, Pupils and Premises

Child Protection

• The School's Child Protection and Safeguarding Policy, containing all relevant guidelines and procedures, was strictly adhered to during the year. (Copies of this policy, which is reviewed annually in August, can be downloaded from the school website or obtained from the office.)

• Mr Loughins (Designated Teacher) conducted training for all members of staff (including playground supervisors, canteen staff, cleaners, caretaker & secretary), members of the Board of Governors and all parents wishing to be involved in school life on a voluntary basis.

Security & Safety

- All electrical appliances in use in the school were given their annual safety check by an electrical contractor holding the essential public liability insurance.
- The PSNI, DOE, DFI Roads and the EA-NER Safety Officer worked in liaison with the Board of Governors to ensure safe parking for parents and safe crossing for children at the school.

Building & Grounds

Work to replace the boiler commenced in January 2023 and is still ongoing.

Provision for Children with Special Educational Needs

- The Code of Practice, NI (special needs) was adhered to throughout the school and information exchanged at review meetings between teachers and parents was written up in Personal Learning Plans. Currently there are 30 children on Stage 1 of the Code of Practice with 1 on Stage 2 and 12 on Stage 3. Based on PTE, PTM & CAT data from May 2022, 28 children were identified and supported through the Literacy Catch-Up Programme, 27 children availed of Numeracy support and in addition Y5 Y7 children were supported through Literacy & Numeracy Boost. Over the course of the year, 3 children were assessed by the Educational Psychologist. (Mrs L Parkes Learning Support Co-ordinator)
- The school is fully accessibility for all pupils and parents.

In Conclusion

The Board of Governors would like to record our thanks to everyone who plays a role within the school.

- Mr Brown and his team who work tirelessly to maintain high standards of cleanliness.
- Mrs Campbell and the canteen team for providing healthy and nutritious lunches.
- Our crossing patrol person & playground supervisors who ensure the safety of our children on the way to and from school and in the playground.
- Classroom and Nursery assistants without whom our job would be very difficult.
- The teaching staff who work extremely hard to ensure that all children achieve their full potential.



LEARNING AND GROWING TOGETHER

Please find below a synopsis of our developmental priorities, in the Nursery Unit & in the Primary School for the academic year 2023/24. There follows a synopsis of some of our key policies, the full version of which can be found on our school website, www.whiteheadps.com

School Development Plan 2023/24

Nursery

- Promoting Emotional Health & Well-Being
- Supporting, Speech, Language & Communication Skills

Primary

Arts

- To review current planning for Art in line with the NI Curriculum.
- To ensure the skills of Art are progressively developed throughout school.
- To review and update music provision for Y7 pupils.

Numeracy

- To review and update opportunities for problem solving in Y1 Y3.
- As based on last year's numeracy related data, to review and develop specific year group related aspects within Y4 Y7.

PDMU & UICT

- To review our policy and Progression Framework for RSE.
- To review our provision for internet safety in terms of digital technologies and online platforms, ensuring our children are aware of the impact of their online behaviour and act as responsible digital citizens.

Child Protection Policy

The UN Convention on the Rights of the Child 1991 sets out the rights that all children have the right to be protected from all forms of violence. They must be kept safe from harm and they must be given proper care by those looking after them. The Children (NI) Order 1995 also promotes children's rights and its underlying principle is the child's welfare must be of paramount consideration.

The policy outlines the signs and symptoms of 5 main kinds of child abuse: Neglect, Physical, Emotional, Sexual & Exploitation.

It also outlines the 6Rs of how you should respond (receive, reassure, respond, report, record & respect) if a child makes a disclosure to you. If you have any concerns of a Child Protection nature you should speak to:

Mr Loughins (Principal) Designated Teacher
Mr Baird (Vice Principal) Deputy Designated Teacher
Mrs McConnell (Nursery) Deputy Designated Teacher
Mrs Kidd (Y1) Deputy Designated Teacher

Addressing Bullying Policy

Whitehead Primary School is committed to creating and maintaining a safe and secure environment for all our pupils. Bullying is an unacceptable form of behaviour which can cause profound emotional and physical harm. Whitehead Primary School actively promotes positive interpersonal relationships between all members of the school community.

Bullying includes (but is not limited to) the repeated and intentional use of physical, verbal, electronic, written or psychological acts or omissions, or any combination thereof, by one or more pupils against another pupil or group of pupils with the intention of causing hurt, harm, fear, distress or adversely affecting the rights or needs of that pupil or group of pupils.

The policy outlines:

- Methods of bullying
- Preventative strategies which are taught in school through the curriculum
- The entitlement and responsibility of pupils, parents, staff & governors
- How we will investigate an alleged bullying incident
- How we will plan for a resolution



LEARNING AND GROWING TOGETHER

Pastoral Care Policy

As a school we aim to provide, in partnership with parents, a safe, secure and stimulating learning environment where children can achieve their full potential and pursue excellence. We aim to achieve this through:

CHILD CENTRED PROVISION

- We promote equality of opportunity, high quality learning, a concern for individual pupils and a respect for diversity.
- We seek to meet the educational needs of all pupils, helping them to overcome any barriers to learning.
- We believe in and support pupil participation and involvement in decisions about school life.

HIGH QUALITY OF LEARNING AND TEACHING

- We provide a broad and relevant curriculum.
- We promote positive relationships in all areas of school life.
- Teachers use a range of teaching strategies that respond to the diversity within the classroom.
- Teachers reflect on both their own work and the outcomes of individual pupils.

EFFECTIVE LEADERSHIP

- Governors understand their responsibility for the pastoral care of pupils.
- In relation to pastoral care we support the professional development of all staff.
- We provide the resources necessary for pastoral care.
- We monitor and evaluate our pastoral care practices.

A SCHOOL CONNECTED TO ITS LOCAL COMMUNITY

- Good relationships and communication between the school, the parents and the wider community are crucial to our pupils' wellbeing and achievement.
- We have good relationships and communication between the school and the education agencies that support us.
- We have good links with other relevant statutory and voluntary agencies that support children's health, wellbeing and education.

Positive Behaviour Management Policy

In Whitehead Primary School we believe the foundation for our children's educational success is excellent behaviour. It is our belief that excellent behaviour will leave the space for innovative teaching, enabling all of our children to become successful learners. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. At Whitehead Primary School our core values demonstrate our aim of ensuring that ALL OF OUR CHILDREN ACHIEVE THEIR FULL POTENTIAL AND PURSUE EXCELLENCE. Our behaviour policy echoes our core values (based on the acronym S.H.I.N.E. In Whitehead Primary School we: Share, Help, Include, Nurture & Excel), emphasising a partnership approach to managing poor conduct and dynamic interventions that support staff and learners.

The policy outlines:

- What good behaviour is and how we recognize and reward good behaviour
- The entitlement and responsibility of our pupils, parents, staff & governors
- The steps that we will take to modify behaviour that doesn't sit alongside our ethos and core values.

Acceptable Use of Internet Policy

At Whitehead Primary School we believe that the internet and other digital technologies are very powerful resources which can enhance and potentially transform learning and when used effectively and teaching We provide pupils with appropriately. opportunities to use the excellent resources on the internet and endeavour to develop the skills necessary to access, analyse and evaluate them. DENI circular 2007/1 & 2011/22 states that: "Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools."

The policy outlines a code of safe practice for pupils and staff. It also highlights the importance of our preventative curriculum with regard to internet safety.





MISS SCHOOL = MISS OUT

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career.

Excellent attendance at school is important to allow a child or young person to fulfil their potential.

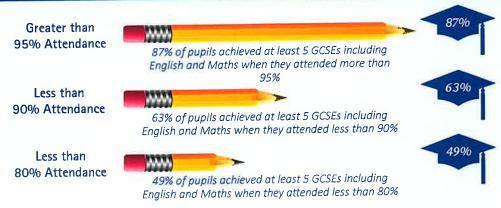


Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

Below are just some of the key reasons why it is so important children attend school:

- → To learn.
- > To make new friends.
- → To experience new things in life.
- To gain qualifications.
- To develop new skills.
- → To build confidence and self-esteem.
- To have the best possible start in life.

CAN ATTENDANCE MAKE A DIFFERENCE TO EXAM RESULTS?



Source: School Leavers 2019/20

HOW PARENTS CAN HELP

- → Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- → Make sure your child goes to school regularly and follows the school rules.
- → Ensure your child arrives at school on time not late.
- → Arrange dental and medical appointments outside school hours when possible.
- → Always inform the school if your child is absent due to illness - this should be followed up with a written

- note when your child returns to school.
- → If your child is not attending school as you expect they may be putting themselves at risk - Who are they with? What are they doing?
- → Do not take family holidays during term time.
- → Talk to your child about school and take an interest in their school work (including homeworks).
- → Attend parents evenings and school events.
- → Praise and reward your child's achievements at school.
- → Always support school staff in their efforts to control difficult or challenging behaviour.



EVERY SCHOOL DAY COUNTS

Every single day a child is absent from school equates to a day of lost learning.

100% Attendance	0 Days Missed	
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	

nidirect.gov.uk/miss-school-miss-out