

25th May 2023

Dear Parents/Carers,

We hope that you all have an enjoyable half term, school will be closed next week. Children return on Monday 5th June and Second Part Week children will attend on Wednesday 7th June.

RE: Attendance and Timekeeping

At the Grove Nursery School we believe that good attendance and timekeeping is essential for your Child's learning and development. We are also preparing children for starting Primary School.

Children that regularly attend nursery and are on time join their friends at the start of the session, settle quickly, and have access to a wide range of experiences.

If children arrive late it means that a member of staff has to leave the classroom to come to the office, this disrupts the teaching in the classroom.

Your child should be at school on time and every day that they are due to attend, unless the reasons for the absence is unavoidable or they are unwell.

Beginning of the Day

Below is a timetable and the procedure we have to follow to ensure all children's attendance is recorded correctly, it is part of a legal requirement.

After half term the main gate will be locked at 9.20 am. Please make sure you arrive before this time.

Please note we will be closing the gate earlier from Monday 5th June

Time & Entrance to be used	Procedure	Effect of Attendance Mark
9.00am – 9.20am School gates open for 15 minutes – Via Macfarland Grove (side road)	Children who come in between this time are marked present on the attendance register	Child's attendance is marked present
9.20 am – 9.30am School Office	Children who come in between this time are marked ' Late before registers closed ' (L) on the attendance register. Parents/Carers will be required to wait in Reception with their child/children till the	Child's attendance is marked 'L' - counted as present

	registers are completed and brought to the School Office.	
9.30am onwards School Office	Children who come in between this time are marked ' Late after registers closed ' (U) on the attendance register. Parents/Carers will be required to wait in Reception with their child/children till a member of staff is available to take you child to class.	Child's attendance is marked 'U' – counted as unauthorised absence

If your child has an appointment or is unwell, please contact the school to inform them of your child's absence.

You can report your child's absence by calling the school office – 020 7701 6629 (you can leave a message with your child's full name, key person and nature of their illness/reason for absence) or you can also report it via the ParentMail App.

As part of our Safeguarding procedure we are required to have a reason for all absences and ensure that all the children and their families are safe. If we do not have a reason for your child's absence, we will be contacting parents/carers. If we are not able to get in contact with the parent/carer, we will start contacting the authorised persons listed on your child's well-being form until are able to make a contact. If we are unable to speak to anyone we may have to conduct a home visit to ensure that your child is safe. To avoid this from happening please inform the school of all absence promptly.

Lunchtime

In exceptional circumstances e.g. a medical appointment if your child will be arriving late/requires a lunch, please inform the school by 10am.

Lunch is served at 11.30am, please ensure your child is in school by then. If you arrive later than this time and you haven't informed us, you may be expected to bring your child back for the afternoon session and ensure that your child has had lunch. Afternoon session starts at 12.30pm.

End of Day

It is also important for children to be collected from school on time too. Late collections can often unsettle children.

**School finishes at 3.00pm, the gates open between 3.00pm and 3.15pm
Please aim to arrive by 3.00pm to collect your child.**

Please let us know if you will be late collecting your child.

When collecting your child please be mindful that staff need to supervise the children – if you need to speak to a member of staff please wait until all the children have been collected.

You may be subjected to a 'late collection charge' of £20 if you are late collecting your child.

Staff need the time after school to attend meetings, training, tidy and prepare the environment as well as many other tasks. Late collections mean staff get less time to do important aspects of their job.

We really appreciate your support with these matters as good timekeeping means we can offer all the children the very best learning experiences.

This term has been an exciting and busy one with the children learning about the Kings Coronation, the children have been learning lots about the natural world. Please take a look in our allotment and our mud kitchen area to see all the wonderful plants that are growing from the seeds the children have planted. We have been thrilled to see the Robins build a nest, lay eggs and now look after their chicks.

You can see all the wonderful things the children are doing on the 'School Blog' on our website under the heading 'News'

<https://grovenurseryschool.co.uk/>

or on Twitter feed; The Grove Nursery School@nursery_grove

Starting Primary School

For many children next half term will be children's last time with us at The Grove. Please do attend any open days of visits that you and your child is invited to as these will support the transition process. It will also assist us, if you can confirm with the school office, the Primary School your child is attending. You can complete the attached slip or email office@grove.southwark.sch.uk

Thank you for your continued support and we look forward to seeing your all after the half term holiday.

Yours faithfully,



Rebecca Sherwood
Executive Headteacher

The Federation of Kintore Way Nursery School and Children's Centre and The Grove Nursery School.

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PLEASE COMPLETE THIS SLIP AND RETURN IT TO THE GROVE OFFICE
AS SOON AS YOU HAVE ACCEPTED A PRIMARY SCHOOL PLACE

Child's Name	
Class	
Keyworker	
Name of Primary School Accepted	
Parent Signature	
Date	