



Headteacher: Miss Rebecca Benjamins (BA.Ed)
Deputy Headteacher: Mr. Lorrain Black (MCCT)
Assistant Headteacher: Mr. Alan Brennan (NPQSL)
School Business Manager: Mrs. Kim Edwards (MBA)

Webb Street, London, SE1 4RP
Tel: 020 7771 6121

Email : office@grange.southwark.sch.uk

Website : www.grange.southwark.sch.uk

Twitter: @growwithgrange

8th September 2021

Dear Parent/Carer,

All at Grange we recognise the importance of regular and punctual attendance. The partnership between home and school is a vital part of your child's success and we encourage you to take an active role in their learning by ensuring your child attends school regularly and has excellent punctuality.

On every day of your child's absence, please ensure you liaise with the school before 9.05am, by leaving a message with (1) your child's name and class (2) what your child is ill with (e.g. vomiting).

You can leave a message for us:

- via the ParentMail service
- by calling the office on 020 7771 6121 (leaving a voice message) or;
- emailing the school on: office@grange.southwark.sch.uk

If your child is absent for more than 3 school days, you will need to provide evidence of absence, such as a GP appointment card, text or email, or a letter showing your child was seen at the hospital.

If we do not have a reason for absence for your child, we will receive a call from the school office at the first instance followed by a text. **If necessary**, we will undertake a **home visit** to ascertain the reason of absence.

Medical appointments should be booked outside of school hours and ideally during half term breaks. If you need to request time off school for a medical appointment, please complete a request via the school office.

Any other request for an absence from school will need to be completed and authorised by/at the Headteacher's discretion. Requests outside of term time will usually be based on pupil attendance, punctuality and personal circumstance.

Punctuality: during our staggered entry times, we will be closing the gate at 9.05am (when our last year group enters the building). Any child arriving after this time; will need to enter through the school office, register a late mark and give a reason for the lateness.

At the end of the day; a child will be registered late after school from 3.30pm. You will be called to be informed that your child will be looked after at the After School Provision, and a **charge of up to £11.00 will be incurred for the day.**

If you have different collection arrangements at the end of the day, you must call the school office no later than 2.00pm, to inform us of this change. We cannot guarantee a message can be relayed in time, when we receive messages late in the day.

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If absences or/and lateness persists, you will be invited to attend a punctuality meeting with the Headteacher.

Should you have any questions, or queries, please do not hesitate to get in touch.

Thank you in advance for your co-operation and continued support.

Yours sincerely

Rebecca Benjamins
Headteacher