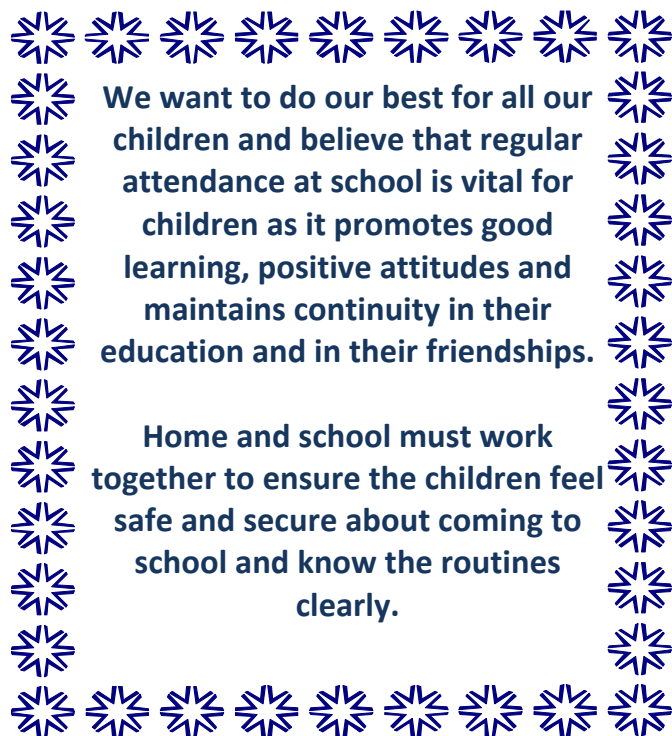


We have an open door policy at Olveston School. Teachers are often very busy at the start of the day. If you would like to speak to your child's class teacher, please make an appointment with Mrs Slaytor at the school office, for the end of the day. Teachers will make every effort to see you on the day of your concern.



How you can help us:

- Try to make medical appointments after school or in the holidays whenever possible.
- If you need to collect your child during the day for appointments please sign them out from the office.
- Support the school's policies, especially the Behaviour Policy.
- Value education and the work of all the staff in the school.
- Make sure your child has what they need for school each day
- Telephone us when your child is ill and send a note to school when they return.
- If you haven't let us know by 9.30 on the first day of your child's absence why they are not in school, we will telephone you to enquire about your child.
- Bring them and collect them on time each day.



We want to do our best for all our children and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

Home and school must work together to ensure the children feel safe and secure about coming to school and know the routines clearly.



Olveston CEVC Primary School
Elberton Road
Olveston
BS35 4DB
Telephone: 01454 613299
Email:
olvestonprimary.school@southglos.gov.uk



Olveston CEVC Primary School



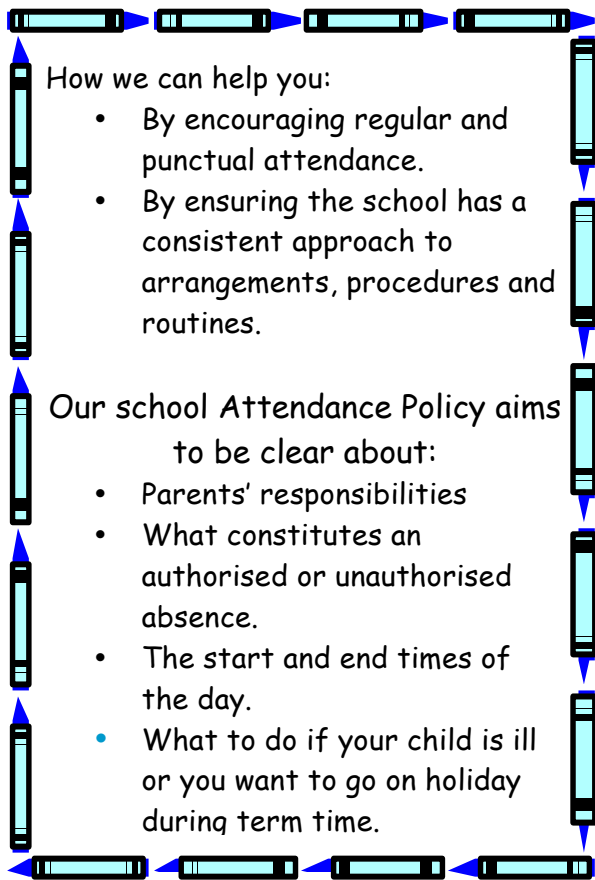
Lifelong learning, striving for excellence.

Attending
School





The complete Attendance Policy is available from school - just ask if you would like to read it in full



Children don't enjoy being late to school or being left at the end of the day waiting for their parents.



HOLIDAYS

The South Glos. Policy is that parents may only ask for 1 holiday of up to 10 days absence in any one academic year (September to July) - they can not expect it by right - it must be agreed by the school and **you**

MUST write a letter to the Head Teacher at least 2 weeks before you go!

Requests during term 5 will not be authorised. Long weekend breaks are actively discouraged and will not be authorised.

School is important and that is the message that should get through to children - it will stay with them throughout their school life.

Our school rules encompass all aspects of school life and help to ensure that school is a pleasant place to be, where children can learn.



- The Registers are taken at 9am and 1.15pm (KS1) and 1.30pm (KS2) daily.
- Your child should arrive from 8.45am and go straight into the playground.
- The bell goes at 8.55am when the children line up and parents leave the playground. The children will be sent into class and registration will begin promptly.
- We expect you to allow your child to be independent and help them learn to say goodbye and leave you in the playground.
- If your child is late it will be recorded in our late book by the secretary - this is South Glos. policy.
- Our Education Welfare Officer can support the school and families when/if they need help.
- At home time you can wait for your child in the playground.
- School finishes at 3.30pm

