

Dear Parent/Carer

I hope you and your families have had a lovely half term. At this point in the Spring term, I would like to update and remind you of some key messages so that we can continue to work together to support the progress, personal development and pastoral care of your child.

**Punctuality** – we will be making changes to our sanctions when pupils are late and arrive after 8.15am. It is important that pupils arrive on time in order to ensure a calm start to the school day and avoid missing key information given during AM form time and/or at the start of period 1. In addition, punctuality is a positive behaviour required for the world of work. Pupils arriving late from Wednesday 21<sup>st</sup> February, will serve a same day break time detention for 15 minutes. Any pupils that fail to attend this break detention will then have to serve an after school 30 minute detention.

If you need any help and support regarding your child's attendance or punctuality, please do not hesitate to contact your child's Form Tutor or Miss Fletcher, our Medical Needs and Attendance Officer, via her email address - [jfletcher@fairfieldhighschool.co.uk](mailto:jfletcher@fairfieldhighschool.co.uk)

**Excellent Attendance** – I wrote to you all in November regards the importance of attending regularly and the link to achievement. Unfortunately, we have still had cases where parents/carers are taking their children on holiday during term time. Please could I remind you that holidays during term time will not be authorised and will result in penalty notices and fines. Any holidays taken which run over 20 days could result in a child being taken off our school roll.

We know that you want the best for your child, and to achieve this we need you to help us keep their attendance as high as possible. Can I please ask that you phone or email school as soon as you know your child will be absent that day.

**Communication** – A reminder that if you have any concerns regarding your child, please do not hesitate to contact either their Form Tutor or their Head of Year via email in the first instance.

Year 7 – Miss Diamandis; [gdiamandis@fairfieldhighschool.co.uk](mailto:gdiamandis@fairfieldhighschool.co.uk)

Year 8 – Miss Winspear; [swinspear@fairfieldhighschool.co.uk](mailto:swinspear@fairfieldhighschool.co.uk)

Year 9 – Miss Howard; [khoward@fairfieldhighschool.co.uk](mailto:khoward@fairfieldhighschool.co.uk)

Year 10 -Mrs Loney; [jloney@fairfieldhighschool.co.uk](mailto:jloney@fairfieldhighschool.co.uk)

Year 11 – Miss Tilley; [amtilley@fairfieldhighschool.co.uk](mailto:amtilley@fairfieldhighschool.co.uk)

Thank you for your continued support and for working with us to ensure excellent attendance and punctuality for your child as this is vital for them to achieve outstanding outcomes.

Yours sincerely



Mrs Rasul

**Assistant Headteacher**