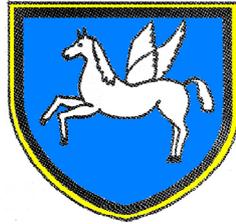


# Winchelsea



*All Individuals Matter*

## **ABSENCES**

It is essential we are informed as soon as possible of the reason for any absence as we have to record this on the register. Notification can be by note or telephone. Should your child be absent without a communication from home, a member of staff will phone your given contact numbers in order to ascertain your child's whereabouts. This is in the best interests of your child's safety.

Applications for leave of absence to accompany parents on their annual holiday should be made on a form available from the school. This leave may not exceed 10 days and is subject to permission from the Head Teacher. Permission will not be given for holidays that are taken during the annual testing period in the school—normally the second week of May. Please check with the school for precise dates.

Attendance at school is vital and parents are advised that school will notify them if their child's attendance falls below 85%. This can lead to the involvement of the Educational Welfare Officer.

## **SEVERE WINTRY WEATHER**

Occasionally, heavy overnight snow or other conditions may prevent staff or children from reaching school. In these circumstances a closure message will be broadcast on Lincs FM 102.2 and displayed on their website provided that telephone communication is possible. In addition a notice will be placed on the school gates advising parents that school is closed.

## **TRANSPORT**

Children can be brought to Winchelsea by bus from outlying villages such as Dorrington, Anwick or Digby. If your child requires transport, please ensure that you have filled in the relevant bus form which may be obtained from the office. Please note that these buses are provided through Lincolnshire County Council and not the school and therefore any queries or problems would need to be discussed with them directly. Children are supervised onto the buses at the end of the school day by a member of our staff.

Children arriving at school on bicycles or scooters should dismount outside the school gates and push their bicycles/scooters to the cycle rack provided. On leaving the school, they should not get on their bicycle/scooter until they reach the road.

We encourage children to walk to school wherever possible but we understand that parents may wish to transport their children to and from school by car. The area outside school does become very congested and we would ask that parents refrain from parking on grass areas or obstructing the pedestrian crossing for the safety of the children.