

Wednesday 22nd January 2025

Dear Parents/Carers,

Re: Staff/Visitor Car Park

I am writing to seek your support in addressing a growing concern regarding the use of the school car park and the drop-off/pick-up of pupils before and after school.

We have unfortunately experienced several incidents where staff have experienced aggressive behaviour. Additionally, we have witnessed unsafe parking practices, including vehicles parked on yellow lines, traffic being obstructed, aggressive behaviour towards other road users, and the blocking of the entrance to Fox Hollies School.

Please note that the school car park is for staff and visitors only. Moving forward, staff will be stationed at the car park entrance to ensure that unauthorised vehicles are turned away. Parents/carers with a legitimate, pre-arranged collection agreement will be contacted and provided with a parking permit.

We kindly ask for your cooperation to help make the local area safer for all pupils and members of the public. Specifically, please ensure that you do not park on yellow lines, block traffic, or obstruct the entrance to Fox Hollies School.

If you are attending a parent/carer appointment or collecting a child for a medical appointment, we ask that you park on Yew Tree Lane and walk to the main reception.

Finally, as part of our safeguarding measures, we will now require parents/carers to verify their identity by providing the last four digits of a phone number and/or the date of birth of their child when requested.

Thank you for your understanding and support in this matter. Together, we can ensure the safety and well-being of everyone in our school community.

Attendance - Stronger Together: You Belong

It has been wonderful to see the majority of our pupils back in school and on time every day since the start of this new term. We are so grateful for families who support us in helping their children understand the importance of good attendance. When students are in school, they have the best chance to achieve their **academic** potential, build **relationships**, and have increased opportunities in further education and the **world of work**. When students miss curriculum time, it is very difficult for them to catch up on lost learning and this quickly results in them falling behind their peers.

HEADTEACHER: Mr H Singh

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We are aware that there are times when children are ill and unable to get into school, and that some of our students have more complicated needs that require, for example, more regular medical appointments. However, wherever possible, we encourage students to attend and to be on time to ensure a positive start to the day.

We are aware that this is the time of year when there are lots of illnesses, particularly colds and coughs, but we wanted to reassure you again that we are doing everything we can in school to prevent contamination and are asking students to work with us to ensure good hygiene. In addition, the ongoing roadworks in the local area mean that traffic is heavy and causing delays. We ask families to ensure their children are taking this into account, setting off earlier or walking wherever possible to avoid lateness.

All Queensbridge students belong to our community and are missed when they aren't in school. We are committed to supporting students and families if getting to school every day on time is difficult, and we ask that you get in touch with your child's Head of Year should you wish to discuss this.

Attached to this letter is an overview of our school attendance policy which provides a quick reference to key points. As always, the full policy can be found on our school website. We look forward to a term of strong attendance for all our students.

Pre-loved uniform

We will welcome any resaleable school uniform including PE kit and winter coats. These items need to be clean and wearable. Please drop off Thursday 23rd January to Tuesday 4th February at the main reception between 3:45pm and 5:30pm.

We will then sort and resell these items to families as pre-loved. All money raised will go directly to the students.

Yours faithfully



Mr H Singh
Headteacher

Attendance Policy: A summary

Stronger Together: You Belong

*At Queensbridge, our mission is to equip students with the character, skills and academic knowledge they require to live happy and fulfilled lives. We can only do this effectively when students are in the building and, as such, our attendance strategy, **Stronger Together: You Belong**, is fundamental to all aspects of school life. We believe that it is reflective of our school values as we are committed to:*

- Setting high expectations for the attendance and punctuality of all students.
- Promoting good attendance and the benefits of good attendance including through assemblies and SPARK form time.
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence.
- Working closely with families and supporting them where necessary and as appropriate.

Who is responsible for ensuring students' attendance?

Good attendance is the responsibility of parents, students, school staff and governors. All students belong at Queensbridge, and we want them all to be in school and learning every day.

Parents are expected to:

- Ensure that, wherever possible, their child attends every day, on time.
- Contact the school through EduLink or by phone to report their child's absence before 8am (or as soon as practically possible) on the day of the absence and each subsequent day of absence.
- Use EduLink to provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- If appropriate, keep to any support plans or action plans that are made with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the Head of Year.

As a **school**, we will:

- Contact parents when students are not in school and determine whether the absence is authorised or unauthorised. (If the absence has been recorded on Edulink, the Head of Year will not always make a follow-up call.)
- Undertake Safe and Well checks if we have had no contact with families regarding an on-going absence or if we feel it is appropriate for another reason. (This visit may be conducted by the school's Education Welfare Officer.)
- Contact parents to offer support when students are meeting thresholds of concerning attendance.

What are the sanctions for unauthorised absence?

- Parents may be fined for the unauthorised absence of their child from school. (See full policy for more details on this.)
- Where a student's attendance is poor and families are not engaging with support, school may offer a **notice to improve** to give parents a last chance to receive this support and work to improve their child's attendance. In this situation, parents would be invited for a meeting where the support and conditions would be discussed.

We understand that there are times when students are not well enough to be in school. Good attendance is about us all working together to ensure that students are in school whenever they are able, and, where this proves a particular challenge, we are committed to supporting families to achieve this end.