



# Heathcote School & Science College

Normanton Park, Chingford, London E4 6ES. Tel: 020 8498 5110 Fax: 020 8529 3935

E-Mail: [heathcote.school@heathcote.waltham.sch.uk](mailto:heathcote.school@heathcote.waltham.sch.uk) Web: [www.heathcoteschool.com](http://www.heathcoteschool.com)

Headteacher: Emma Hillman NPQH, MSc, MA



NHS/SNN



1<sup>st</sup> May 2019

Dear Parent/Carer,



**RE: 100% Attendance Week – Monday 20<sup>th</sup> May to Friday 24<sup>th</sup> May 2019**

As you will be aware Heathcote School expects all pupils to attend school on time every day.

In celebration and to commend outstanding attendance we will be holding a '100% Attendance Week' for the whole school. This will be a week scrutinising both attendance to school and attendance to every lesson for each pupil. All pupils that achieve maximum attendance to lessons and school will receive a reward for their efforts.



The chosen date for 100% Attendance Week will be the week commencing **Monday 20<sup>th</sup> May- Friday 24<sup>th</sup> May 2019**



To support your child we are requesting that you ensure that you **do not book in any appointments or check-ups during the school day** wherever possible. Any external activities that are booked during this week resulting in absence from lessons or school will mean that a pupil's 100% attendance will not be possible. Please encourage your child to be resilient and motivated throughout the week.



As we have highlighted throughout the year at parent information evenings we expect a minimum of 95% attendance for all school age pupils, our '**100% Attendance Week**' is something that we feel will be worthwhile to encourage pupils to reflect, consider and improve their attendance. This will also include some individually devised actions to bring about the desired 100% attendance. We are asking for your overwhelming support for this initiative and hope that it has the desired effect for all of our pupils.



If you have any queries please contact the school on 020 8498 5110 or [heathcote.school@heathcote.waltham.sch.uk](mailto:heathcote.school@heathcote.waltham.sch.uk)

Yours sincerely,



Mr N.Hutchins

Assistant Headteacher

