



Heathcote School & Science College

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Headteacher: Emma Hillman NPQH, MSc, MA



Dear Parent/Carer,



We have had a brilliant start to term in so many areas. Thank you so much for all your support. We look forward to this excellent attitude continuing throughout the term. I hope you have enjoyed having your space back during the day and your children being back where they should be! I hope you all have a safe and happy weekend.

I have attached a reminder about attendance procedures.



Attendance – Non Covid

A reminder of the 'normal' absence procedures is outlined below. These are for non-Covid related absences. Please remember we have a huge drive to improve attendance and your child must attend school daily unless there are exceptional circumstances. Key points are listed below:



Good attendance and punctuality are essential if your child is to achieve to their full potential. As a parent you, of course, play the most significant role in ensuring that your child develops a positive approach in these areas and we therefore ask that you to remember these key things:



Reporting Absence

- Contact the school on the first day of absence, explaining the reason and expected length of absence. If your son/daughter is going to be absent from school, please inform the school by 8.15am on each day of their absence, by telephone on 0208 498 5110. **Ms Hussain is our Attendance Officer.**
- Make medical appointments outside of school hours, where possible. Pupils should have a note from parents authorising them to leave the school at the specific time as well as evidence of the appointment. All letters and evidence should be sent in at least 48 hours in advance so we can authorise the exit. Failure do this could result in us not allowing the pupil to leave.
- Refrain from taking holidays during term time. We will not authorise holidays at all, even very short ones.
- Assess any non-Covid illness that your child is experiencing and only keep them off school if it is serious and/or likely to prevent them from learning.
- Contact our Home School Worker, Ms Warden, if you wish to discuss any long-term potential issues with attendance or punctuality
- Absence from School for Religious Observation - please be aware that the school can only grant one day of authorised absence for observation of any specific religious event per year. For pupils who are celebrating a religious event on a school day, permission must be sought from the school in advance by requesting a day of absence for religious observance. If permission is not sought from the school, this may be recorded as unauthorised absence.



supporting individual excellence



Attendance - Covid



Sustainable Travel Accredited and Recognised Sustainable level 2010

Your child has been given a copy of the attached related to Covid. We have also set up a Covid email address covidpupil@heathcote.waltham which is what you would use to contact the school to inform us about **Covid related issues** only. This could be the results of a test for your child if he/she has symptoms or urgent worries about your child and Covid. You should still follow the normal process to report absence in the first instance (as per guidance attached) but if you cannot get through or would rather send details confidentially, please use this process. This is checked continuously during school hours. Out of school hours, any urgent messages about Covid should be emailed to ehillman@heathcote.waltham.sch.uk.

Testing – Covid

As per the attached guide, if you need to book a test, please follow this guidance.

- Online using this link: <https://www.gov.uk/get-coronavirus-test>
- If you don't have access to the internet, you can get a test by phoning 119.
- If you reside in Waltham Forest, a new walk-in Covid-19 test centre is based at the Stanley Road car park in Leyton. Opening hours between 8.00am – 8.00pm
- Further details are here - [https:// www.walthamforest.gov.uk/content/test-and-trace-what-you-need-know](https://www.walthamforest.gov.uk/content/test-and-trace-what-you-need-know)

Transport

Although the vast majority of our pupils normally walk to school and use public transport, we know that many more of you are taking your children to school in a private car as per Government guidance. However, we would ask that parents who drive observe the following:

1. It is illegal to park or stop outside of the school on the yellow zig-zag lines. It endangers the lives of our pupils as cars pulled up by the side of the road reduce the visibility of drivers to see when children try to cross the road.
2. If you choose to bring your child to school by car, or to collect by car, please arrange to do it at a distance from the school and in such a way that does not obstruct the surrounding roads, add to congestion and add to the air pollution.

This will make the community safer for everyone.

Please ensure you are aware of, and follow, the new Government guidance from Monday and stay safe and well.

All the best

Emma Hillman

Headteacher