

## SCHOOL SESSION TIMES AND TERM DATES

### **Session Times**

Morning	8.45 am – 12.30 pm
Afternoon	1.30 pm - 3.00 pm

### Illness and Absences

It is essential that you inform us immediately should your child be ill. Unexplained absence is regarded as unauthorised, as is lateness. Please telephone the office by 8.50am in the morning on the first day of your child's absence. If we do not hear from you, you will be contacted by the school.

You are asked to avoid sending a child who is unwell to school since this is unfair to the teachers, other children and the child, who would be more comfortable at home. The school will follow the local Children's Services Authority guidelines for the length of required absence following an illness (e.g. sickness/diarrhoea = 48 hours).

In the event of a serious accident you will be contacted as quickly as possible but if you are unavailable then we will act on the advice of the doctor in attendance.

If a child is hurt in a minor way whilst at school, you will be alerted by a standardised letter sent home on the day asking you to monitor the injury.

### Holidays in Term Time

In line with the Education (Pupil Registration - England) Amended Regulations 2013, schools will not authorise leave of absence during term time unless there are exceptional circumstances. Any such leave should be applied for, in good time, using the school's leave of absence form available from the school office or online. The Headteacher then judges whether the request will be authorised or not.

***NB: Leave of Absence will only be granted for EXCEPTIONAL CIRCUMSTANCES.***

***If the child already has poor attendance, then the leave of absence may also not be granted***

### Emergency Closure of Schools

From time to time, especially in winter, situations arise in which it is necessary to close a school i.e. bad road conditions, failure of heating system, burst pipes etc. It may not always be possible to give you prior warning. If a decision is made to close the school, this information will be posted on our school website/Face Book page. Please also listen to the radio (Heart FM, Wessex FM or Midwest) or check the Dorset for You website: <http://mapping.dorsetforyou.com/closedservices> where all Dorset school closures will be listed.

However, it would be useful if you keep us informed about emergency contacts and telephone numbers. Without up-to-date information, the school's ability to make the best and safest decisions for children is impaired.