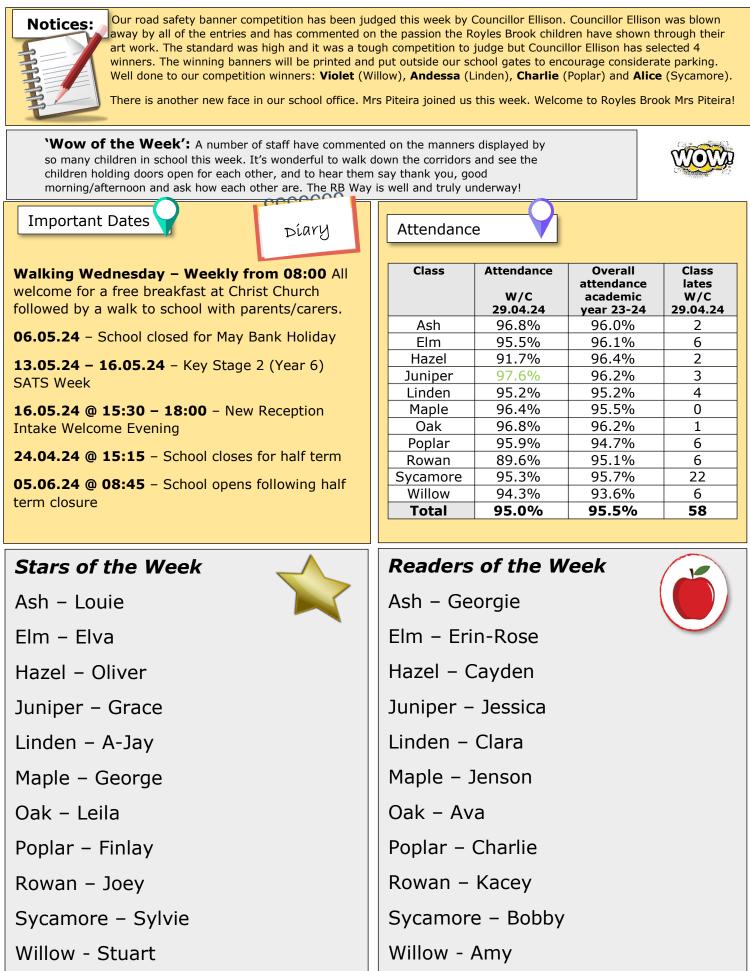
# Royles Brook Primary School Newsletter "Be Kind, Be Thankful, Be Ambitious"





#### **Attendance and Punctuality**

School starts promptly at 08:45. Gates close at 08:45 and if children are late they must enter school via the main office. We have recently installed a new signing in and out system at the main office and this system will now be used for pupils as well as staff and visitors. From Tuesday 7<sup>th</sup> June 2024, pupils who arrive in school after the gates close at 08:45 will now have to be signed in, using the new system, by their parent/carer. Pupils leaving school early will also need to be signed out by their parent/carer. Upon signing in/out you will be required to follow the instructions on each screen which includes entering your name and providing a reason for signing in late/leaving early. Lunch options will then need to be given to the office staff. The new system has been introduced as part of the development processes in school, ensuring all pupils are appropriately accounted for and to support in attendance tracking.

#### Lost minutes = lost learning! 19 13 Days 10 Davs 6.5 Lost 3 Days Lost Days Lost Days Lost Lost 5 15 10 20 30 Minutes late Minutes late Minutes late Minutes late Minutes late per day per day per day per day per day

#### 100% attendance each week = 1 raffle ticket in the Royle Raffle draw! 100% punctuality each week = 1 raffle ticket in the Royle Raffle draw!

# Key Contacts

## Initial Contact

Your child's class teacher should be your first point of call and can usually help with most enquires. They are available at the start or end of the school day on the gates/ playground or via appointment. To make an appointment with your child's class teacher please call the school office on 01253 821396 or email <u>office@roylesbrook.lancs.sch.uk</u>

## **Extended School Services Contact**

Stay and Play – Mrs A. Tauber – 01253 821396 or 07752 868674

## Safeguarding Contact

Mrs D. Lambert – DSL and Family Link Worker - 01253 821396 or flm@roylesbrook.lancs.sch.uk

Mrs C. Williamson – Safeguarding Governor – 01253 821396