



St Patrick's
Catholic Voluntary Academy

ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.

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Headteacher: Mrs T Lane

20th November 2020

Education Welfare Officer

Dear Parents/Carers,

My name is Amy Bradshaw and I am the newly appointed Education Welfare Officer employed by Our Lady of Lourdes Catholic Multi Academy Trust.

The role of an Education Welfare Officer is to make sure that young people get the best possible education. I will be working with families whose education is being affected by irregular attendance or absence from school.

The schools of the Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

We are aware that attendance levels are being affected at the current time due to Covid-19 and we understand this. If children are off school because they are isolating, they will be provided with a range of home learning to complete when they are not in school.

It is important for parents to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 0115 915 2961
- Informing school of any problems that may impact on your child's attendance, punctuality and learning
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations we are advised not to authorise holidays taken in term time.
- If you feel your child is too ill to come to school, please try to provide medical evidence. This can be prescription medication, an appointment card or a prescription.

I look forward to working with you to ensure the best possible education for your children.

Yours Sincerely,

Amy Bradshaw
Education Welfare Officer