



**Copthorne**  
**Primary School**  
All Saints Road | Bradford | BD7 3AY

**Executive Headteacher**  
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**Monday 15<sup>th</sup> March 2021**

Dear Parents / Carers,

Our first week back to school was an incredibly positive start. It was a pleasure to see children throughout the building happy to be back and excited by their learning. Thank you for your ongoing support during this time.

Everyone at Copthorne works hard to ensure that our school is the best it can possibly be for children. We have high expectations for our whole school community and feel that it is important that everyone adheres to school rules.

After a period of closure, it has been noticed that, on some occasions the following expectations have not been met. Please re-familiarize yourself with the guidance outlined below to ensure a consistent approach moving forward.

### **Attendance**

Attendance is **mandatory** and children must attend school **every day**. Pupils who attend school regularly have been shown to achieve at a higher level than students who do not have regular attendance. Attendance is monitored closely and if your child's attendance drops below 96% you will be contacted by school.

### **Travel abroad**

No family holidays or extended leave will be authorised during term time. Families must note that if they decide to take unauthorised leave e.g. go on extended leave in term time, then the school will actively pursue the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent. E.g. If you have 3 children with a mother and a father, then each parent will be fined £60 per child  $3 \times £60 = £180$  which would be £360 fine for the family.

Additionally, unauthorised absence may result in your child losing their school place and being taken off roll. Any requests for leave in exceptional circumstances will be referred to the Exceed Alliance Attendance Panel for a decision.

### **Lateness**

It is important for children to arrive at school in time for each session. Children who are late for school miss valuable learning time and often start school distressed. If, like us, you expect your child to achieve high standards in the National Curriculum you must ensure that he/she attends every day and arrives in school by 8:30am or 8.45am, depending on their start time. If there is an unavoidable reason for your child being late to school please telephone the office and let them know what time the child will arrive and order a school lunch if required. Persistent late-comers will be reported to the Head of School who will see the parents, and if necessary, report the situation to the Education Welfare Officer.





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### Home time arrangements

It is our recommendation that children at Copthorne Primary School do not come to school on their own and should be accompanied on the journey to and from school by an adult. At Copthorne, children in Saplings, Nursery, Year 1 and 2 are not allowed to go home alone **nor are they allowed to go home with an older sibling that attends Copthorne or is below 16 years old.**

### Uniform

**Watches:** We are now willing to allow children to wear a **simple** watch to school in order to support their understanding of time. However, if you choose to allow your child to wear a watch, **the school cannot be held responsible for any loss or damage to it.** Children are **not permitted** to wear items such as 'I-Watches' or similar, or any watch which can record sound or take film or photos.

### Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes with platform soles or high heels in school, so we do not allow this. **Neither do we allow children to wear trainers to school;** these are appropriate for sport or as leisurewear, but do not offer the required degree of support to pupils' growing feet, are not in keeping with the smart appearance of a school uniform, and, at times, may lead to feelings of inequality between children. **We require all children to wear the types of shoe described in the uniform list i.e. sensible black shoes.**

### Earrings:

For children's safety, only plain metal, **round studs** can be worn as earrings – **no jewels or sharp corners**. Where children choose to wear the permitted stud earrings, the school accepts no responsibility for their loss or damage. **Any child arriving at school wearing any other type of earring, will be asked to remove them and hand them to the teacher for safe keeping until the end of the day.**

The following earrings are the **only types** allowed in school:





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**Any other types of earrings are not permitted.** The following are examples of the types of earring that are not allowed:



- **Belts:** If your child needs a belt to hold up a pair of trousers, these must be **plain black** with **no decoration or embellishment** of any type.

I hope this information is helpful and I look forward to seeing more of you in the coming weeks.

Thank you for your continued support.

Yours faithfully

**Stephanie Ngenda**

Head of School