



Dear Parents/Carers,

Our school attendance for this academic year so far is showing as 97.2%, which is placing us 3rd in the leader board across our Trust and well above the national average of 95.8% so THANK YOU!

Thank you for your ongoing support for your child by ensuring they attend school every day in order to receive their full educational entitlement. In order to sustain these attendance figures, we'd like to remind everyone about our attendance and absence routines at the start of this new academic year.

Attendance

For Reception, Year 1 and Year 2, our school day begins at 8:45am, with the school doors opening at 8:40am and the registers being taken at 8:50am prompt. For Nursery, sessions begin at 8:30am or 12:30pm. Breakfast Club starts from 7:30am, if required. Children arriving after 8:50am must report to the School Office, giving the reason for this late arrival and this will be recorded as a late attendance.

If your child is unable to attend school, you are required to report this to the school office on the first morning of the absence. You will then need to update school on each day your child is absent.

School will only accept a valid reason for absence, for example, sickness or hospital admission. Special circumstances will only be authorised with prior agreement by the Head of School. Any other absences will be marked unauthorised.

You can report your child's absence by:

- ✓ Telephoning school - 01924 967609 – choosing option 1 to leave a voicemail on the absence line
- ✓ Emailing the school office: leebriggadmin@watertonacademytrust.org

If school have not had communication regarding your child's absence by 9:30am, in line with our Safeguarding Policy, various methods of communication will be used, including telephone calls, text messages and home visits, to establish the reason for your child's absence. (For Nursery, we would make contact by 9am or 1pm).

Extended Leave and/or Holidays in Term Time

The Department for Education, within the UK Government, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Lee Brigg, inline with Waterton Academy Trust, do not authorise holidays and/or extended leave in term time and therefore a penalty notice will be issued to parents who choose not to follow this school policy.

We kindly ask that parents are honest with us when requesting time off for their children. Reporting a holiday as illness creates an unnecessary safeguarding concern. Due to social media and other members of the school community, school will more often than not find out that a family are on holiday and this will still result in a Penalty Notice being issued.

We value our partnership with you and appreciate your openness and cooperation in these matters.

Executive Headteacher: Mr Luke Welsh
Head of School: Miss Laurabeth Kilkenny
Lee Brigg, Altofts, Wakefield, WF6 2LN
Telephone: 01924 967609

Email: leebriggadmin@watertonacademytrust.org
Website: <https://leebrigginfants.org/>



@LeeBriggWaterton



@watertonlbi

Medical Appointments

We recognise that there are times when medical appointments are unavoidable during the school day. However, we will not authorise 2 full sessions (1 whole day) for a medical appointment unless there is a valid reason. Please try to make appointments such as the Dentist or Opticians out of school hour where possible.

All proof of medical appointments, for example, text messages from the Doctors or hospital letters must be shown at the School Office for recording purposes.

Calpol

As most parents know, we now administer Calpol in school, with prior parental permission, for those children who may be experiencing mild discomfort, such as headaches or minor pain, but are still well enough to be in school. Not only does this keep the children in school, it also helps parents not having to leave work or children being sent home unnecessarily.

- ✓ We will only administer Paracetamol if we have received parental consent via the MCAS app permissions section.
- ✓ On the day a dose is required, we will contact you for verbal confirmation before giving your child any medication.
- ✓ If your child has already taken any medication containing Paracetamol within the last four hours, we will not administer another dose.
- ✓ Children will only be given Paracetamol after non-medical alternatives have been attempted, such as resting, drinking water, or getting fresh air.
- ✓ No more than one dose will be given during the school day, and no more than three doses in a term. If your child requires Paracetamol more frequently, we will recommend seeking medical advice.

Safe Administration Procedures:

- ✓ Only designated staff will administer Paracetamol, ensuring careful adherence to dosage guidelines.
- ✓ Every administration will be recorded, and you will be notified in writing at the end of the school day.
- ✓ Paracetamol will not be given in cases such as head injuries or if a child is on other medication.
- ✓ All medication will be securely stored in line with our Medicines Policy.

What This Means for You – **PLEASE ACTION:**

If you would like your child to be able to receive school-administered Paracetamol when needed, **please give consent to your child being administered calpol during the school day, via the MCAS app permissions section.**

As is the case with all aspects of school life, here at Lee Brigg, if you need any help or support with your child's attendance – we're here for you!

Many thanks for your continued support.

Mr Welsh
Executive Headteacher

Miss Kilkenny
Head of School



Should I keep my child off school?



Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.