



SILVERHILL PRIMARY SCHOOL

Headteacher Kate Nash MA
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School Hours

Reception, Year 1 & 2: 8.45 am to 12.00 noon & 1.15pm to 3.30 pm
Years 3, 4, 5 & 6: 8.45 am to 12.15 & 1.30pm to 3.30 pm

Please Remember:

That your child must come to school on time: Please arrange for your child to arrive at school before 8.45 am. Children are allowed on the playground from 8.30 am **but must be accompanied by an adult**. This is in the interest of children's safety as there will not be a member of staff on duty before 8.40 am.

That your child needs to be collected on time at the end of the day: Please ensure your child is collected at the end of the school day no later than 3.30pm. Children can become very upset if the person is late collecting them.

Lateness:

All children **must** arrive at school by the time the bell goes at 8.45 a.m. Lateness after the children have walked round to class and doors are shut will incur a '**late mark**' in the attendance register, which will then be recorded on your child's attendance record. We ask for your cooperation in ensuring that your child arrives at school on time, as valuable curriculum opportunities are lost through continued late arrivals!. Persistent lateness or absence may result in a visit by the school's Educational Welfare officer.

Authorised Absences

Please ensure that you contact the school by 9.15am on the day of the absence to inform us of the reason.

Genuine Sickness

School will authorise sickness for up to 10 days (continuous or intermittent) but after that we may ask to discuss the situation with you.

Medical Appointments

School will authorise medical appointments, e.g. doctors, dentist, hospital, provided we have received or seen a letter. However if possible, we would prefer it you could make appointments outside of school hours.

