

Purbrook Junior School – Mr C Williams, Headteacher

## Dates for your diary

Tuesday 18<sup>th</sup> and  
Wednesday 19<sup>th</sup> May –  
Parents' Evenings  
Wednesday 26<sup>th</sup> May –  
Year 3 & Year 4 visit to  
Butser Ancient Farm  
Monday 31<sup>st</sup> May to Friday  
4<sup>th</sup> June – Half-Term  
Monday 7<sup>th</sup> June – INSET  
DAY  
Friday 18<sup>th</sup> June – INSET  
DAY  
Friday 23<sup>rd</sup> July – INSET  
DAY



## Headteacher's message

Dear Parents/Carers

As you will no doubt be aware, the school has a duty to monitor all non-attendance and lateness. I would like to draw your attention to the following extract from the school's Attendance Policy:

*It is important to be on time at the start of the morning and afternoon school sessions. The start of lessons is so important for your child. If your child is late they can miss work, time with their class teacher getting vital information, cause disruption to the lesson for others, and can be embarrassing leading to possible further upset or absence.*

- *The school day begins at 8.55am and all pupils are expected to be in school at this time. Morning registration is at 8.55 am. (\*Please see amended timings during COVID below) Children arriving between 8.55 am (currently 8.45 am for Years 3 and 6) and 9.25 am will be marked as a code 'L'.*
- *Arrival after the close of registration at 9.25 am will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.*
- *All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary*
- *If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays. You may be required to provide evidence of medical appointments which take place during the school day.*

*Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action (see section 6 for further detail).*

*\*Year group start times during COVID*

*Years 3 and 6 Arrive between 8.35 am and 8.45 am Registration at 8.45 am*  
*Years 4 and 5 Arrive between 8.45 am and 8.55 am Registration at 8.55 am*

If your child arrives late to school you will be notified at the end of each week via ParentMail.

Please help the school and your child's learning by ensuring that they are in school and ready to learn at the start of each day. Thank you.

Yours sincerely

Mr C Williams  
Headteacher



Purbrook Juniors  
Support  
Association  
*Together we shine*



## PJSA May raffle

Tickets on sale now, prizes include £100 from the PJSA, Signed Portsmouth FC shirt, Drinks Hampers, £20 voucher for The Woodman, £20 for the Ship and Bell and many more ...

Tickets are just £1 each and can be purchased in a number of ways:

- You can send the correct money in an envelope with your name, number, child's name and class.
- Pay via PayPal using [purbrookpjsa@gmail.com](mailto:purbrookpjsa@gmail.com) **please tick paying family/friend** so we receive the full amount
- Pay direct via the PJSA account 80515746 s/c 557034
- **For PayPal and direct payments please email [Purbrookpjsa@gmail.com](mailto:Purbrookpjsa@gmail.com) with your full name, contact number, child's name and class**

All funds raised go towards the PJSA Minibus fund.

As always thank you for your support

PJSA