



Dunkirk Primary and Nursery School

Highfields Campus
Marlborough Street
Dunkirk, Nottingham
NG7 2LE

Abbey Campus
Lenton Boulevard
Lenton, Nottingham
NG7 2ET

Tel: 0115 9153273

Email: admin@dunkirk.nottingham.sch.uk

Website: www.dunkirkprimary.com

Dear parents/carers,

Dunkirk Safeguarding-Attendance and Lateness

Part of our safeguarding duty in school is to make sure that children attend school every day and if they are not in school to make sure we know why and that they are safe. We have an attendance team to enable those checks to happen as soon as possible.

It is vital your child attends school and is on time!

Our Attendance Staff

Mrs Majhouri is our Attendance Officer. She works with families to support and also to ensure children come to school. She also works with the Nottingham City Council Education Welfare Team if your child's attendance goes below 95%.



Miss Barbara is our 'first responder'. She checks the registers each morning and the phone messages to make sure we are legally compliant and passes on the list of which families we have had no contact from or we have concerns about, to Mrs Mahjouri.



Mr Parry (Deputy Head Teacher at Highfields campus) is the member of the Senior Leadership Team who monitors overall attendance and lateness across school. He analyses the data, creates action plans and updates the governors on how school is improving attendance. He also promotes regular attendance with the children and thinks of all the great attendance awards!



Head Teacher: Mrs H Hollis BA (Hons)





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Travelling to School

It is vital that your child attends school every day (this includes online learning from home when a bubble closes or your child is isolating or in quarantine. This learning is completed via ClassDojo).

Please make sure that you know the gate times for your campus and allow enough time for your child to get to school on time. Some of our families catch two buses each morning to get to school and we can always follow up with Nottingham City Transport if there are any delays. We always keep up to date with Nottingham Highways, in relation to roadworks, as so many of our families have to travel for over half an hour and sometimes much longer to get to Dunkirk each day. We have families from Aspley, Mapperley, Sneinton etc and we fully recognise the challenges this poses and thank all those families for their punctuality.

Siblings at Both Campuses

We know this is a challenge for the second drop-off for families who have siblings on each campus and as long as the first Highfields Campus drop off is on time, we allow enough time to walk/drive/cycle/scooter between the two campuses but do recognise that for these families there might be unexpected delays. This is why we have a drop-off period, rather than a drop-off time.

Working with our Children and families

We regularly have reminder assemblies at school about attendance and punctuality. The children are discussing ways that they can help at home the night before or in the morning to make sure they arrive punctually. Please help your child by making sure they have:

- Uniform laid out ready to put on.
- Water bottle filled and ready to take to school.
- Breakfast at an early enough time (really important meal of the day).
- Fruit snack to take to school.
- They know where their coat and bag are each day.
- You leave early enough.

Rewarding Attendance and Punctuality

We have lots of age appropriate attendance awards including extra playtimes, treats and class trophies!



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Late Gate

Mrs Mahjouri runs late gates checks on each campus, checking that families are arriving at school on time. We need to know why you are late so we will ask either you or your child. It is our job to do this, so please understand when we have to ask these questions and promote punctuality.

Learning Starts Straight Away

We start learning the minute children get into the classroom with:

- work set ready for the children whilst the registers are taken.
- overview of the days learning shared with the children.
- daily update of attendance for the class/school (age appropriate).

If your child misses even 5-10 minutes of that first lesson then they are missing out on valuable learning.

Thank you to all the families who arrive on time, we really value your support. We will be talking with and supporting our families who unfortunately keep being late with strategies for getting to school on time.

Kind regards

Heidi Hollis

Head Teacher