













# September 2025 Information Booklet for Parents and Carers



This brief booklet provides an overview of important and useful information for parents.



<p>Pupil Attendance</p> 	<ul style="list-style-type: none"> <li>• Please contact school on each and every day your child is absent and state the reason</li> <li>• If we have no contact after 3 days, we will conduct a home visit</li> <li>• Lateness is officially recorded <b>at 9.15am</b>. Lessons begin promptly at 8.55am</li> <li>• We will need to know collection arrangements for all our pupils and any changes should be communicated by <b>2.50pm</b> so they can be passed on</li> <li>• Do not use the class emails for end of day arrangements – phone or use enquiries@holt.lincs.sch.uk</li> <li>• Absence will be monitored on a termly basis and letters sent home each term</li> <li>• Children should not be collected before the end times of the school day on a regular basis.</li> <li>• In line with the Government’s guidance, holidays during term time will be NOT be authorised</li> </ul>																																				
<p>Pupil Arrival</p> 	<ul style="list-style-type: none"> <li>• We have noticed a difference with the children arriving at different times; this has allowed a smooth start to the day where the children can be met by their teachers and eases congestion outside school</li> <li>• Children should arrive with their siblings, according to their surname: <ul style="list-style-type: none"> <li>○ Those with a surname beginning with <b>A - J included will arrive at 8.45</b></li> <li>○ Those with a surname beginning with <b>K – Z included will arrive at 8.50</b></li> </ul> </li> <li>• <b>Please can all children remain with their family at all times and not use the grass area to play on –there are staff entering the carpark during this time</b></li> <li>• The car park should not be used by any parents or guardians</li> <li>• If you arrive after the gates are closed, please report to the office so we can include you in the register.</li> </ul> <table border="1" data-bbox="588 857 1315 1039"> <tr> <td>Rec</td> <td>Enter via the hall door</td> </tr> <tr> <td>1</td> <td>Enter via the main entrance next to the office</td> </tr> <tr> <td>2</td> <td>Enter via playground and classroom fire door</td> </tr> <tr> <td>3</td> <td>Enter via playground and walkway door</td> </tr> <tr> <td>4</td> <td>Enter via the playground and classroom fire door</td> </tr> <tr> <td>5</td> <td>Enter via playground and classroom fire door</td> </tr> <tr> <td>6</td> <td>Enter via the playground and walk around building to cloakroom</td> </tr> </table>	Rec	Enter via the hall door	1	Enter via the main entrance next to the office	2	Enter via playground and classroom fire door	3	Enter via playground and walkway door	4	Enter via the playground and classroom fire door	5	Enter via playground and classroom fire door	6	Enter via the playground and walk around building to cloakroom																						
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<p>Staff teams</p> 	<ul style="list-style-type: none"> <li>• Staffing will be as follows:</li> </ul> <table border="1" data-bbox="448 1151 1455 1384"> <thead> <tr> <th></th> <th>Teacher</th> <th colspan="2">Support team</th> </tr> </thead> <tbody> <tr> <td>Rec</td> <td>Mrs Simms</td> <td>Mrs Bromhead</td> <td>Mrs Scarborough</td> </tr> <tr> <td>1</td> <td>Mrs Keightley M/Tu/W/Th Mrs Moon Th/F</td> <td>Miss Broxholme</td> <td>Mrs Stevenson</td> </tr> <tr> <td>2</td> <td>Mrs McGowan</td> <td>Mrs Cocking</td> <td>Mrs Taylor</td> </tr> <tr> <td>3</td> <td>Mrs Thursby</td> <td>Mrs Critchley</td> <td>Mrs Viscomi</td> </tr> <tr> <td>4</td> <td>Mr Kelk</td> <td>Miss Harrison</td> <td>Mrs Warriner</td> </tr> <tr> <td>5</td> <td>Mr Ames</td> <td>Mrs Moon</td> <td></td> </tr> <tr> <td>6</td> <td>Mrs Bell</td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="3">Mrs Fitzgerald will cover PPA and management time in KS2</td> </tr> </tbody> </table>		Teacher	Support team		Rec	Mrs Simms	Mrs Bromhead	Mrs Scarborough	1	Mrs Keightley M/Tu/W/Th Mrs Moon Th/F	Miss Broxholme	Mrs Stevenson	2	Mrs McGowan	Mrs Cocking	Mrs Taylor	3	Mrs Thursby	Mrs Critchley	Mrs Viscomi	4	Mr Kelk	Miss Harrison	Mrs Warriner	5	Mr Ames	Mrs Moon		6	Mrs Bell				Mrs Fitzgerald will cover PPA and management time in KS2		
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<p>Classroom resources</p> 	<ul style="list-style-type: none"> <li>• Please try to ensure all items brought to school can fit into one bag where possible which can be stored on a peg or in a locker</li> <li>• Children do not need pencil cases</li> <li>• All pupils should bring a <b>water bottle each day</b> for the classroom</li> <li>• Please make sure items are named</li> <li>• Book bags should be brought to school each day with reading books and records</li> </ul>																																				
<p>Break</p> 	<ul style="list-style-type: none"> <li>• Break times be staggered so there is more space on the playground</li> <li>• Toys such as Pokeman cards and Rubik’s cubes and soft toys are not permitted</li> <li>• <b>Fruit or a healthy snack is allowed and should be separate to packed lunches. This includes fruit or vegetables. Crisps, chocolate and biscuits are not permitted.</b></li> <li>• Reception, Year 1 and Year 2 will have their breaks at 10.10-10.25 and 2.10-2.25</li> <li>• Years 3,4,5 and 6 will have their break at 10.30-10.45</li> <li>• Milk is free to under 5’s and can be purchased from Coolmilk after this age</li> <li>• Milk order website: <a href="https://www.coolmilk.com/">https://www.coolmilk.com/</a></li> <li>• Free fruit is provided daily for Reception, year 1 and year 2</li> </ul>																																				

<p>Lunch</p> 	<ul style="list-style-type: none"> <li>Lunchtimes are staggered slightly so children have more time to eat their lunch and there is more space on the playground</li> <li>Hot school meals need to be ordered at Kidz Kitchen by <b>Thursday 30<sup>th</sup> August</b> for the first week of term and by each subsequent Thursday at noon for the following week</li> <li>Ordering website: <a href="https://kidzkitchen.co.uk/">https://kidzkitchen.co.uk/</a></li> </ul>														
<p>Homework</p> 	<ul style="list-style-type: none"> <li>We will focus on reading, times tables, number bonds and an initial project to complete.</li> <li>We are trying to make this as independent, simple and routine as possible without too much adult support needed and too much time taken</li> </ul>														
<p>PE</p> 	<ul style="list-style-type: none"> <li>On PE days, the children come to school in their kit instead of changing at school</li> <li>This ensures the PE time is utilised fully for physical activity</li> <li>Where possible, PE will take place outdoors so we suggest wearing leggings, tracksuits and sweatshirts on PE days in school colours – shorts and T-shirts underneath</li> <li>PE kit should be <b>dark shorts and a plain white t-shirt as per our uniform policy. No football kits to be worn. Shorts should be of an appropriate length</b></li> <li>We will send reminders home if kits are missing or not as per the policy guidelines</li> <li>PE days will be communicated before the start of the new term</li> </ul>														
<p>Uniform</p> 	<ul style="list-style-type: none"> <li>Our uniform consists of <ul style="list-style-type: none"> <li>Royal blue sweatshirt or cardigan with or without a logo</li> <li>White polo shirts or shirts</li> <li>Grey or black trousers, skirts or shorts</li> <li>Blue and white summer dresses</li> <li>Black sensible shoes – no trainers (that the children can put on independently)</li> <li>Necklaces, bracelets or rings should not be worn in school</li> <li>Earrings should be studs and be removed on PE days or covered with surgical tape</li> </ul> </li> </ul>														
<p>Home Time</p> 	<ul style="list-style-type: none"> <li>Children will continue to leave at different times to ease congestion and to ensure all children are safely met and collection is well supervised</li> <li>You will be able to collect your child from the classroom doors that are located on the playground in most cases or at locations as described in the table below</li> <li>Siblings will need to be collected from their own teacher</li> <li>Children will leave according to their surname: <ul style="list-style-type: none"> <li>Those with a surname beginning with <b>A - J included will arrive at 3.15</b></li> <li>Those with a surname beginning with <b>K - Z included will arrive at 3.20</b></li> </ul> </li> </ul> <table border="1" data-bbox="587 1265 1311 1449"> <tr><td>Rec</td><td>Leave via the hall door</td></tr> <tr><td>1</td><td>Leave via the main entrance next to the office</td></tr> <tr><td>2</td><td>Leave via playground and classroom fire door</td></tr> <tr><td>3</td><td>Leave via playground and walkway door</td></tr> <tr><td>4</td><td>Leave via the playground and classroom fire door</td></tr> <tr><td>5</td><td>Leave via playground and classroom fire door</td></tr> <tr><td>6</td><td>Leave via the cloakroom door and walk around building</td></tr> </table>	Rec	Leave via the hall door	1	Leave via the main entrance next to the office	2	Leave via playground and classroom fire door	3	Leave via playground and walkway door	4	Leave via the playground and classroom fire door	5	Leave via playground and classroom fire door	6	Leave via the cloakroom door and walk around building
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<p>Contacts</p> 	<ul style="list-style-type: none"> <li>A bulletin will be sent out via email on a Monday with important information and reminders for the week ahead</li> <li>Each month a newsletter will be sent electronically and put on the school website.</li> <li>A newsletter is sent from the class teacher at the start of each term</li> <li>There is a general email address that is monitored daily: <a href="mailto:enquiries@holt.lincs.sch.uk">enquiries@holt.lincs.sch.uk</a></li> <li>Each class has a dedicated email address for communication with the class teacher</li> </ul> <table border="1" data-bbox="587 1662 1311 1845"> <tr><td>Rec</td><td><a href="mailto:reception@holt.lincs.sch.uk">reception@holt.lincs.sch.uk</a></td></tr> <tr><td>1</td><td><a href="mailto:Year1@holt.lincs.sch.uk">Year1@holt.lincs.sch.uk</a></td></tr> <tr><td>2</td><td><a href="mailto:Year2@holt.lincs.sch.uk">Year2@holt.lincs.sch.uk</a></td></tr> <tr><td>3</td><td><a href="mailto:Year3@holt.lincs.sch.uk">Year3@holt.lincs.sch.uk</a></td></tr> <tr><td>4</td><td><a href="mailto:Year4@holt.lincs.sch.uk">Year4@holt.lincs.sch.uk</a></td></tr> <tr><td>5</td><td><a href="mailto:Year5@holt.lincs.sch.uk">Year5@holt.lincs.sch.uk</a></td></tr> <tr><td>6</td><td><a href="mailto:Year6@holt.lincs.sch.uk">Year6@holt.lincs.sch.uk</a></td></tr> </table>	Rec	<a href="mailto:reception@holt.lincs.sch.uk">reception@holt.lincs.sch.uk</a>	1	<a href="mailto:Year1@holt.lincs.sch.uk">Year1@holt.lincs.sch.uk</a>	2	<a href="mailto:Year2@holt.lincs.sch.uk">Year2@holt.lincs.sch.uk</a>	3	<a href="mailto:Year3@holt.lincs.sch.uk">Year3@holt.lincs.sch.uk</a>	4	<a href="mailto:Year4@holt.lincs.sch.uk">Year4@holt.lincs.sch.uk</a>	5	<a href="mailto:Year5@holt.lincs.sch.uk">Year5@holt.lincs.sch.uk</a>	6	<a href="mailto:Year6@holt.lincs.sch.uk">Year6@holt.lincs.sch.uk</a>
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<p>Before and after school club</p> 	<ul style="list-style-type: none"> <li>The Village Kids Club continues to run in our hall before and after school</li> <li>Please contact Lynn Graham directly for further information on 07986 225701</li> </ul>														

# School Attendance



## What the law says...

As a parent, ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without **good reason** is an offence and may result in referral to the Education Welfare Service, the issue of penalty notices and fines and eventually prosecution.

## What the Government says...

Government guidelines state that attendance figures of 90% or less is classed as '**persistent absence**'.

The government expects that in order to reach a child's full potential, they must attend school for a **minimum of 95%** of the year.

At The Holt Primary School we will inform you each term if your child's attendance rate falls below 95%. We will also inform you if this is being monitored to prevent further action being taken. This may involve working with our own attendance officer or Lincolnshire County Council's education Welfare Service

## Did you know?

If your child attends school between 95% and 100% they have the potential to achieve their best, educationally and socially.

10 days off per year = 94.7%

Whilst 90% attendance might sound good.....

90% = 1/2 day off each week per year

90% = 1 month off school per year

90% = 1 whole school year off in whole school career

## 'Unauthorised absence'...

Significant unauthorised absence can result in a fixed penalty notice being issued.

Also, secondary school do look at attendance levels when offering places on appeal, in particular the rates of 'unauthorised absence'.

## Leave of Absence.....

The Department for Education has made changes regarding leave of absence during term time. From 1st September 2013, leave of absence is not permitted during term time unless there are '**exceptional circumstances**'.

Taking a leave of absence without prior discussion or consent will result in an unauthorised absence.

Family holidays will very rarely be considered as '**exceptional circumstances**'

## Illness Guidance....

Being ill may prevent your child from coming to school, **but**, if they can get out of bed, play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school nor is feeling tired.

Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

If your child's attendance falls below 90% due to illness, we may ask that you provide a doctor's certificate to verify absences. If this is not provided, they will be classed as unauthorised.