

JJn/RMc

06 December 2023

Dear Parent/Carer,

12 Days of Christmas Attendance

At James Calvert Spence College, excellent school attendance is one of our top priorities. We are keen to encourage all pupils to take advantage of every teaching and learning opportunity available to them at the school and for that to happen it is important they are here.

Between the 7th and 22nd of December, we are aiming to have every pupil to be present at school with the '12 Days of Christmas Attendance'.

Your child will receive an electronic raffle ticket when they arrive in school on the 7th December, where there will be a £5 Morrisons voucher to win each day. The prize will only be awarded to pupils who are present that day. Each day they are in school, they will also be entered into the grand prize, where they can win a Christmas sweetie hamper.

If any child is absent without authorisation or we are not informed by 10am on the day of absence of the reason why a child is absent from school, an officer will be in contact with the home. Also, our Home Liaison Officer will be holding "meet and greet" sessions at the school entrance for pupils who arrive late to school during the same period.

We appreciate your continuing support in helping your child achieve excellent attendance. If you wish to discuss any attendance related issues, please do not hesitate to contact me or our Home Liaison Office, Miss Cassidy.

Yours faithfully,

Mrs J Johnson