

Friday 28th April 2023

Dear Parent/carers,

IMPORTANT REMINDERS

Birthdays

If you would like your child/ren to have their birthday acknowledged at school, please kindly do not bring in party bags, multiple food items or cakes that staff have to cut up as we do not host birthday parties during school hours.

We welcome individually wrapped items (chocolates/crisps/biscuits) that can be easily shared out to the class.

Holidays in term time

You have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted.

You can be [fined](#) for taking your child on holiday during term time without the school's permission.

If you are considering taking your child/ren out of school during term time then I urge you to reconsider. Taking your child/ren out of school during term time impacts on their teaching and learning and creates gaps in their knowledge, understanding and application of subjects and lessons they have missed and their overall attendance.



Attendance

In our continued commitment to promote and improve pupil attendance, Culloeden Primary Academy have partnered with Synergy Education and Welfare Services to work closely and build on our existing school attendance process and procedures. If you receive any correspondence from Synergy Education and Welfare Services this will be linked to your child's attendance.

Breakfast Club Expectations

To ensure that all pupils, families and staff are supported.

- Drop off is at **08:00am and not earlier**
- Any drop offs must be made **by 08:15am not 08:30am**
- Drop off of pupils must be made at the **hall door and handover to an adult to ensure pupils safety**
-
- Pupils are **not allowed to eat their own food** (unless medical or other needs have been discussed)

Yours sincerely,

Tahreena Ward

Principal