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Headteacher Miss Lynn Black



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Dear Parent/Carer

Attendance and Timekeeping

At Beeslack, we #strivetobe successful and responsible. In order to promote attainment and ensure the safeguarding and wellbeing of all our pupils, it is essential to have an accurate record of pupil attendance, both at the start and throughout the school day.

Reporting absence

It is imperative that we are made aware of pupil absences no later 9.15am each day. Please report a pupil absence by:

- Calling 01968 678060
- Via our website by clicking on the 'report an absence' button

You will soon be able to report an absence via text or email, and we will keep you informed of when this is ready to launch.

Unknown Absence

Currently if a pupil is not present during registration (8.30-8.40) or period 1 (8.40-9.30) you will receive a text informing you of this absence and you will be asked to contact the school to provide us with a reason for your child's absence. Text notifications will be reissued at lunchtime if we have had no response. If no contact has been made by parent/carers by the end of the day, Mrs Currie, our Pupil Support Officer, will telephone you directly to clarify the reason and update our records. In the unlikely event that a pupil changes from present to absent throughout the day, a text will be sent to inform you of such a change; this is to ensure the safety of all our pupils at Beeslack.

Late Arrivals

The school day begins at 8.30am. Pupils who arrive late to school are asked to report to the School Reception to obtain a signing in slip and to provide a reason for their lateness. Should a pupil be late on 2 or more occasions in a week, they will be issued with a reflection session and you will be made aware of this. Lateness is closely monitored by Mrs Currie and should this become a concern for us with pupils, she will contact you to discuss it and offer support where required.

Appointments

We ask that appointments are made out-with the school day where possible. For unavoidable or urgent appointments, it is essential that we receive a letter or call from home confirming the appointment and detailing the time a pupil should leave school and an expected time of return. Pupils should sign out at the School Reception/Admin Office before they leave and again upon their return.

Helpful tips and updates on improving pupil attendance can be found via our Twitter @BCHSAttendance

Mobile Phones

Beeslack's policy is that mobile phones should be switched off when in school unless a teacher permits use as part of a lesson. Unfortunately, we have experienced an increase in incidents of inappropriate use of mobile phones. Pupils are accessing social media and receiving messages and phone calls during the school day, which is leading to the disruption of learning and teaching. We ask for your support in encouraging our young people to use their mobile phones responsibly and appropriately.

We understand that parents/carers may need to contact their child during the school day. If this is the case, please contact the office and we will alert your child. We will be reminding young people of expectations at assemblies and very much appreciate your support with this.

If you have any questions relating to Attendance/Timekeeping and/or Mobile Phones, please do not hesitate to contact me at school.

Yours faithfully,

Ms. A. Donoughue

Depute Headteacher