

MONTPELIER HIGH SCHOOL

HELPFUL TIPS TO
ACHIEVE 100%
ATTENDANCE &
PUNCTUALITY

Tips for good attendance

You should make sure your daughter attends school on me every day. It's her right and your responsibility.

The following advice will help:

Establish a good routine, such as making sure your daughter is in bed on time, having uniform, bus fare and PE kit etc ready for the following day.

Make all appointments for the doctor, dentist, optician etc. after school hours or during the school holidays.

If your daughter is too ill to come to school please contact us by 8.45 am at the latest, with a brief description of the illness. We will be concerned if we hear nothing and her absence will be unauthorised.

Do not let your daughter miss school for a minor ailment, such as a headache, being tired or 'a bit of a cold'.

If your daughter will be absent due to Religious Observance you must inform us, either in advance by completing the [Leave of Absence form](#), if you know the date or by 8.45 am on the day she is not in school. Only 1 day will be authorised for the Eid Celebration. We will not authorise an absence retrospectively.

If your daughter is absent for any other reason you must let us know why and when we can expect her back at school.

Take an active interest in your daughter's school work and offer support with homework.

If you have concerns about your daughter and school, let us know immediately. We are here to help.

Montpelier High School believes in 100% attendance and with your support your daughter can achieve this.

ATTENDANCE AND PUNCTUALITY ARE IMPORTANT

If your daughter misses school, she will:

- Find the work harder
- Not feel part of the class group
- Find it harder to make and keep friendships
- Forget what she has learnt

If your daughter is regularly late for school, she will:

- Find it harder to settle into the school day
- Miss the start of her first lesson
- Disrupt the other girls in her class

If your daughter has good attendance at school, she may:

- Receive an attendance award
- Find it easier to learn and achieve
- Have closer friends
- Feel happier about school

THE SCHOOL DAY

8:20AM	Arrive at School
8:35AM - 9:35AM	Lesson 1
9:35AM - 9:55AM	Break (<i>Years 7, 8 & 9</i>)
9:40AM - 10:40AM	Lesson 2 (Years 10, 11 & V6)
9:55AM - 10:55AM	Lesson 2a (<i>Years 7, 8 & 9</i>)
10:40AM - 11:00AM	Break (Years 10, 11 & V6)
11:00AM - 12:00 NOON	Lesson 3
12:00 NOON - 12:40PM	Lunch (<i>Years 7, 8 & 9</i>)
12:05PM - 1:05PM	Lesson 4 (Years 10, 11 & V6)
12:40PM - 1:45PM	Lesson 4a (<i>Years 7, 8 & 9</i>)
1:05PM - 1:45PM	Lunch (Years 10, 11 & V6)
1:45PM - 2:45PM	Lesson 5

2:45PM - 3:45PM (MONDAY)	Tutor Time
2:45PM - 3:15PM (TUESDAY)	Tutor Time
2:45PM - 3:45PM (WEDNESDAY)	Enrichment
2:45PM - 3:15PM (THURSDAY)	Tutor Time
2:45PM	Finish Friday