

Viewforth High School

Windmill Community Campus, Windmill Road, Kirkcaldy, KY1 3AL

Head Teacher: Lisa Moore

Depute Head Teachers: June Greig, Alistair Stewart, Jack Wilson



Dear parents and carers

22 August 2022

It was lovely to welcome our pupils back to school last week and I'd like to thank you for supporting us in ensuring your child is dressed in school uniform. It's great to see our senior pupils proudly wearing their blazers and our S1 pupils have been learning how to tie their school ties. If you have been unable to source uniform for your child, please contact your child's guidance teacher who will be happy to provide you with support for this.

Attendance and Punctuality

Attendance at school is incredibly important for all pupils and we would kindly ask for your support in ensuring your child has good attendance. You can do this by:

- talking positively about school and encouraging your child to attend each day
- avoid taking holidays during term times
- speak to your child's Guidance Teacher with any concerns that you feel are preventing your child from attending school
- most importantly, talk to your child about the importance of them being in school and let them know how important you feel it is.

The table below provides an example of the impact of lost learning through pupil absence:

Attendance %	Number of days absent per session	Level of attendance	Impact on pupils
100%	0 days	Excellent	Most likely to achieve success
95%	9 days (nearly 2 school weeks)	Satisfactory	
90%	19 days (1 month within the school session)	Poor	Pupils will find it difficult to progress
85%	27 days (more than 5 school weeks)	Very poor	Learning and progress will be significantly negatively impacted
80%	36 days (more than 7 school weeks)	Serious concerns	

If your child is unwell or has an appointment and is unable to attend school, please telephone the school office on **01592 583408** and select **option 1** for the attendance line. If the line is engaged there is a facility to leave a message. Alternatively you can send a text message to **07860 030879**, stating your child's name and the reason for the absence. If your child does not arrive to class you will receive a Groupcall message informing you of their absence.

Punctuality is also very important. Pupils who arrive late to school are not only losing out on learning time but they can also feel awkward about going into class late, causing them further stress or anxiety.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late each day over a school year	Approximate equivalent number of days of lost learning
5	3
10	6.5
15	10
20	13

To help get your child to school on time there are some things you can try:

- Have everything you/your child needs for school prepared the night before. Encourage them to get what they need ready.
- Ensure that your child goes to bed at a reasonable time for their age so they are not too tired to get up in the morning.
- Ensure your child has a good night's sleep by minimising their use of devices such as phones / gaming consoles at night.
- Have a consistent night time routine for your child.
- Set an alarm to allow plenty of time for your morning routine to get to school on time.

If your child leaves the campus at interval and / or lunchtime they should ensure they return to school on time for their next class.

This session, we will share your child's attendance each term to allow all parents and carers to have an overview of your child's attendance and timekeeping. I know that by working together we can improve attendance and punctuality at Viewforth HS.

Dates for your diary

If you would like to join us at a Parent Council meeting, please email the Chair Alex Tomlinson at viewforthparentcouncil@gmail.com who will send you an invitation to join the online meeting.

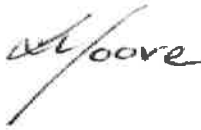
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| • Parent Council (AGM) | Monday 5 th September |
| • Awards Ceremony | Thursday 8 th September |
| • School photographs | Thursday 15 th September |
| • Parent Council Meeting | Monday 26 th September |
| • Senior Phase Parents' Evening (1) | Wednesday 26 th October* |
| • Senior Phase Parents' Evening (2) | Tuesday 1 st November* |
| • Parent Council Meeting | Monday 7 th November |
| • In-service day (3) | Friday 18 th November |
| • Parent Council Meeting | Monday 5 th December |
| • S1 Parents' Evening | Thursday 8 th December* |
| • Parent Council Meeting | Monday 23 rd January |
| • S2 Parents' Evening | Wednesday 25 th January* |
| • S3 Parents' Evening | Tuesday 31 st January* |
| • In-service day (4) | Wednesday 15 th February |
| • Senior Phase Parents' Evening | Thursday 23 rd February* |
| • Parent Council Meeting | Monday 13 th March |
| • Parent Council Meeting | Monday 8 th May |

- In-service day (5)
- Parent Council Meeting

Tuesday 6th June
Monday 19th June

*Please note that this session we are returning to face-to-face parents' evenings in the school building. These will run between 4.30pm and 7pm and further information will be shared in advance of each evening.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Moore', written in a cursive style.

Mrs Lisa Moore
Head Teacher