Attendance

An excellent attendance record is essential if your daughter is going to be able to perform to the best of her ability at school. The School's Attendance and Punctuality Policy can be located on the School's website.

If your daughter has to stay at home because of ILLNESS, please follow these steps:

- Please contact the school before 8.30am each day of her absence either by telephone on 020 8467 2280 or via email: Year7@bwsgirls.org
- Write a note in her Contact Book for your daughter to show to her Form Tutor/School Office when she returns to School, confirming the reason for absence and giving the dates when she has been away.

- Where an absence exceeds 5 calendar days due to illness, (excluding the weekend) you will be expected to provide medical evidence from a Doctor (appointment cards, prescriptions, letters or a medical certificate) to the school.

Medical and dental appointments, unless genuinely unavoidable, should be arranged **OUTSIDE** school time. If your daughter will be arriving late due to an appointment, a parent/carer must telephone/email the school by **8.30am**. As soon as your daughter arrives at school, she should sign in at Reception and provide the reason (and evidence of appointment). Occasionally, some appointments will require students to leave early. Students must provide evidence of all appointments (e.g. appointment card issued by the surgery), and show the evidence of their appointment to the School Office to update our attendance records accordingly. If your daughter needs to leave school early, she must be collected by a parent/carer from **Reception.** In exceptional circumstances only, if a parent/carer is unable to collect their daughter, her parent/carer MUST write a note in this contact book to explain the arrangements made for her to leave school unaccompanied. Your daughter must show this note to her Form Tutor or Head of Year (during morning registration) to authorise the arrangement. She may then go to Reception when she needs to leave, and show the note, with the Form Tutor/Head of Year authorisation. Once the receptionist has seen her authorised note, she will be given the signing in/out book so she can sign out before she leaves.

Students must be **in school by 8.25am** and **in their form room NO LATER than 8.30am**. If your daughter is late she will sit a half hour detention on the same day. If she arrives late to school after registration, she **must** report to the School Office to sign in.

School Day

	Monday	**Tuesday - Friday**
8:25	Students on site/Go to Registration bell	Students on site/Go to Registration bell
8:30 - 8:50	Registration or Assembly	Registration or Assembly
8:50 - 9:40	Lesson 1	Lesson 1
9:40 - 10:30	Lesson 2	Lesson 2
10:30 - 10:50	Break	Break
10:50 - 11:40	Lesson 3	Lesson 3
11:40 - 12:30	Lesson 4	Lesson 4
12:30 - 13:20	Lunch (Years 8, 10, 11 and 12) or PD Lesson 5a (Years 7, 9, and 13)	Lunch (Years 8, 10, 11 and 12) or Lesson 5a (Years 7, 9, and 13)
13:20 - 14:10	Lunch (Years 7, 9, and 13) or PD Lesson 5b (Years 8, 10, 11 and 12)	Lunch (Years 7, 9, and 13) or Lesson 5b (Years 8, 10, 11 and 12)
14:10 - 15:00	Lesson 6	Lesson 6
15:00 - 15:50	Lesson 7	