



## Welcome

Dear Parents/Carers

Welcome to the 1st of this year's Attendance Matters Newsletters

We hope that you and your family enjoyed the summer break.

At PCS we believe that school attendance is not just about being present in lessons, but also about belonging, feeling valued and making the most of every opportunity.

Every day at school helps students to build friendships, develop resilience and achieve their potential. We are committed to supporting the welfare of every student, and we know that working together with families makes the biggest difference.

During Term 1 we will be relaunching our Attendance Ambassadors programme as well as collecting student, parent/carers and staff voice.

This will help us to identify the work that we need to do and enable us to be sure that we are addressing any barriers to students being able to be present in school.

You know your child best, if something feels different or if they seem reluctant to attend school please let us know as soon as possible. Both our Pastoral and Attendance teams are available for advice, guidance and practical support.

Should you wish to speak with us in the attendance team please feel free to contact us at:

**[pcs-attendance@swale.at](mailto:pcs-attendance@swale.at)**

## Times of the Day

Lesson	Time
<b>Gate Opens At 8:20</b> From 08:35 students will be 'late'	
<b>PDI</b>	<b>08:40 - 09:00</b>
<b>Lesson 1</b>	<b>09:00 - 10:00</b>
<b>Lesson 2</b>	<b>10:00 - 11:00</b>
<b>Break</b>	<b>11:00 - 11:25</b> <b>(+5 Transition)</b>
<b>Lesson 3</b>	<b>11:30 - 12:30</b>
<b>Lesson 4</b>	<b>12:30 - 13:30</b>
<b>Lunch</b>	<b>13:30 - 14:05</b> <b>(+5 Transition)</b>
<b>Lesson 5</b>	<b>14:10 - 15:10</b>

## Term Dates

### Term 1

**Wednesday 3rd September (Y7 & 11)**

**Thursday 4th September (Y8,9,10)**

**Friday 17<sup>th</sup> October**

**Inset days for students**

**1<sup>st</sup> and 2<sup>nd</sup> September**

### Term 2

**Monday 3<sup>rd</sup> November to**

**Friday 19<sup>th</sup> December**

**Inset day for students 1<sup>st</sup> December**

### Term 3

**Tuesday 6<sup>th</sup> January to**

**Friday 13<sup>th</sup> February**

**Inset day for students 5<sup>th</sup> January**

### Term 4

**Monday 23<sup>rd</sup> February to**

**Friday 27<sup>th</sup> March**

### Term 5

**Monday 13<sup>th</sup> April to Friday 22<sup>nd</sup> May**

### Term 6

**Monday 1<sup>st</sup> June to Friday 24<sup>th</sup> July**

**Inset day for students 10<sup>th</sup> July**

**Half day on Friday 24<sup>th</sup> July**

## Medical Info

We appreciate that it is not easy to always secure medical appointments outside school hours however, we ask that the amount of time away from school is kept to a minimum.

Please inform us of all appointments in advance and provide us with an appointment card/screenshot, hospital letter, etc.

We will not authorise a full day's absence for a short, local medical appointment.

**BE AT THE  
CLASSROOM  
ON TIME AND  
READY TO  
LEARN!**

## How to inform PCS of Your Child's Absence

**Please let the Attendance Office know by 8.30am on every day** that your child is off school. If your child has been issued with a Doctor's Note detailing the agreed length of absence, you can forward this to the Attendance Office instead of calling each day.

### ● Ring the absence line on 01273 575832

There is an answer phone for out-of-hours messages. You will need to leave the name of the student, their year group and the reason for absence.

### ● Email the attendance team:

**[pcs-attendance@swale.at](mailto:pcs-attendance@swale.at)**

### ● Repeat for every day of absence



## Help

### Helping with School Anxiety and Attendance

At PCS we are dedicated to support families of students who struggle to attend school.

Below you will find some practical takeaways for parents, based on a scheme that helps teenagers re-engage with school by giving them responsibility and confidence.

#### What works:

- Giving teenagers responsibility in a safe setting helps them feel valued and more confident.

- Building positive relationships makes teens more likely to want to engage in school.

#### Tips for parents:

- Talk to the school early – Share your child's struggles so teachers can support them and connect you with help.

- Give them time– Spend at least 10 minutes a day together without screens, letting them choose the activity.

- Follow their lead – Join in with their interests and let them guide play or conversation.

- Stay positive – Keep up normal family routines and enjoyable activities to give stability.

- Be kind to yourself – Avoid blame; ups and downs are normal when a child is struggling.

## Key Message

- Children often avoid school not because they are lazy, but because they feel anxious or powerless.
- Giving them responsibility, attention, and encouragement can rebuild confidence and help them re-engage.
- You know your child best - let us know if there is anything you are concerned about
- The **Wellbeing** page on our website has a wide range of helpful information and resources and available



## Mental Health

Our mental health ambassadors are a team of volunteers from Years 8, 9 and 10.

They meet fortnightly to strategically discuss the support and opportunities at PCS to help all students with their mental health and wellbeing.

Our mental health ambassadors lead on projects, run assemblies and host "break time buddies" every Thursday, where students from all years can come for a chat in a safe and friendly space.

Some common aims of our Mental Health Ambassadors :

- Support transition (e.g. from primary to secondary school)
- Help with social problems
- Help with emotional difficulties
- Academic support
- Decision-making
- Building trust
- Planning for the future

The benefits will be different for everyone. They might include:

- Connecting with new people
- Learning from a mentor
- Having someone to talk to
- Experiencing someone who understands
- Getting help

Any student who wants to work with a Mental Health Ambassador can ask their form mentor or head of year to contact us.

**STRUGGLING?**  
It's okay.

**We've  
been  
there!**



Seek help, come to us.  
We'll help you

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**