



Concerns

We strive to provide a quality of education that satisfies our parental community. However, from time to time parents and others connected with the school will become aware of matters that cause them concern.

If you have an issue which you would like to address, please check our Complaints Policy (the latest copy of which is on our website) and follow this course of escalation:

**Initially, address your concern
to the class teacher**



**If unresolved, speak to the
Best Practice Manager**



**If needed speak to the
Deputy Head Teacher**



**If still unresolved, speak to the
Head Teacher**



Write to the Chair of Governors



Appeal to a Panel of Governors



Finally, if necessary, approach the LA

Latchmere School Parents' Association

There is an active Parents' Association which holds regular social and fund-raising activities. Parents of all children in Latchmere School automatically become members, and you will receive regular newsletters and details of events via pupil-post, Parentmail emails and the school notice boards.

Uniform

Wearing a school uniform helps children to identify with a larger group and encourages a sense of belonging. All children, from the start of Nursery through to the end of Year 6, wear school uniform.

Attendance

Parents of children of compulsory school age (i.e. the term following their 5th birthday), have a legal responsibility to ensure that they attend school regularly and punctually. The school has to keep very precise records of attendance and punctuality, and report the statistics for children to the Local Authority.

If your child is absent, please advise the school by telephone or email before 9.30am. If we don't hear from you by this time we will telephone to establish why the child is not in attendance. We are unable to authorise absence from school due to family holidays. Permission for absence will only be given in exceptional circumstances.

Children are not allowed to leave the school premises during the school day unless they go home for lunch. If your child needs to leave school for a special reason, please advise us beforehand and report to the School Office to collect him/her.