



Hollybrook Infant School

Seagarth Close, Southampton, SO16 6RN

Telephone: 023 8077 1528

Headteacher : Mrs J Wood, NPQH

Deputy Headteacher: Mrs C Clifford

5th January 2015

Dear Parent/Carer,

Re: Attendance Reward System

As detailed in one of our Newsletters during the Autumn Term, we are launching an Attendance Reward System that has been put together after consultation between all the Academies within the Jefferys Education Trust.

During this week, we will be holding an attendance assembly where any child achieving the required percentage of attendance for the Autumn term will be awarded a certificate and a badge. The badge can be worn at school until the last week of the Spring term, at which point we will collect the badges back in ready to reissue after the Easter holidays. The names of all children rewarded for each term will also be on the Attendance Board in the school office.

For your information, the percentage bands that we are working to are:

Bronze	97% - 98.4%	Silver	98.5% - 99.9%	Gold	100%
---------------	--------------------	---------------	----------------------	-------------	-------------

As a school we are investing a lot of time and money into this reward system, and in order for it to be a success we require the support of all our pupils and their parents/carers. We will of course remind you when to return the badges, and we expect there to be a certain amount of loss, but we really need everyone's co-operation to get enough badges back into school to allow us to reward children for the next term.

We hope this system will continue the enthusiasm we already see in our Celebration assemblies when we announce the best class attendance for each week, whilst also recognising not just the children who have achieved 100% but anyone that has helped the school towards our target of 97% attendance for the year.

Yours sincerely

Shereen Higgins
Attendance Officer

