



Church Drive Primary School  
"Together we Belong, Believe and Achieve"

Port Sunlight, Wirral, Merseyside CH62 5EF

Headteacher: Mrs J Jones Website: [www.churchdriveprimary.co.uk](http://www.churchdriveprimary.co.uk)  
Telephone: 0151 645 5527 [schooloffice@churchdrive.wirral.sch.uk](mailto:schooloffice@churchdrive.wirral.sch.uk)



Monday, 5<sup>th</sup> June 2023

Dear Parents/Carers

**Attendance reminder**

Please can we remind all families that our gates are open between 8:40 and 8:50 for the children to arrive at school. We have several families that are continually late bringing their child(ren) to school, this causes disruption to the start of the day for the whole class and can cause feelings of embarrassment for your child. If a child is five minutes late each day, they will lose 16 hours and 15 minutes learning time over the year.

Can we also please remind you that School is able to administer Paracetamol (Calpol) or Ibuprofen in school. If your child has a cold or other minor illness, please send them into school, drop off the medicine with the School Office and we can monitor their illness and inform you if they need to be sent home.

The attached has been reproduced from the Department for Education's 'Working together to improve attendance' guide and sets out national expectations for schools regarding attendance.

Please contact Michelle Foddy, school Attendance Lead, if you have any queries about attendance.

Yours sincerely

Mrs J Jones  
Headteacher



*Happy and Safe  
Respecting  
Ready to Achieve*

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**Child Protection Contact at School: Joanna Jones Telephone: 0151 645 5527**  
**Data Protection Officer at School: Craig Stilwell (Judicium)**

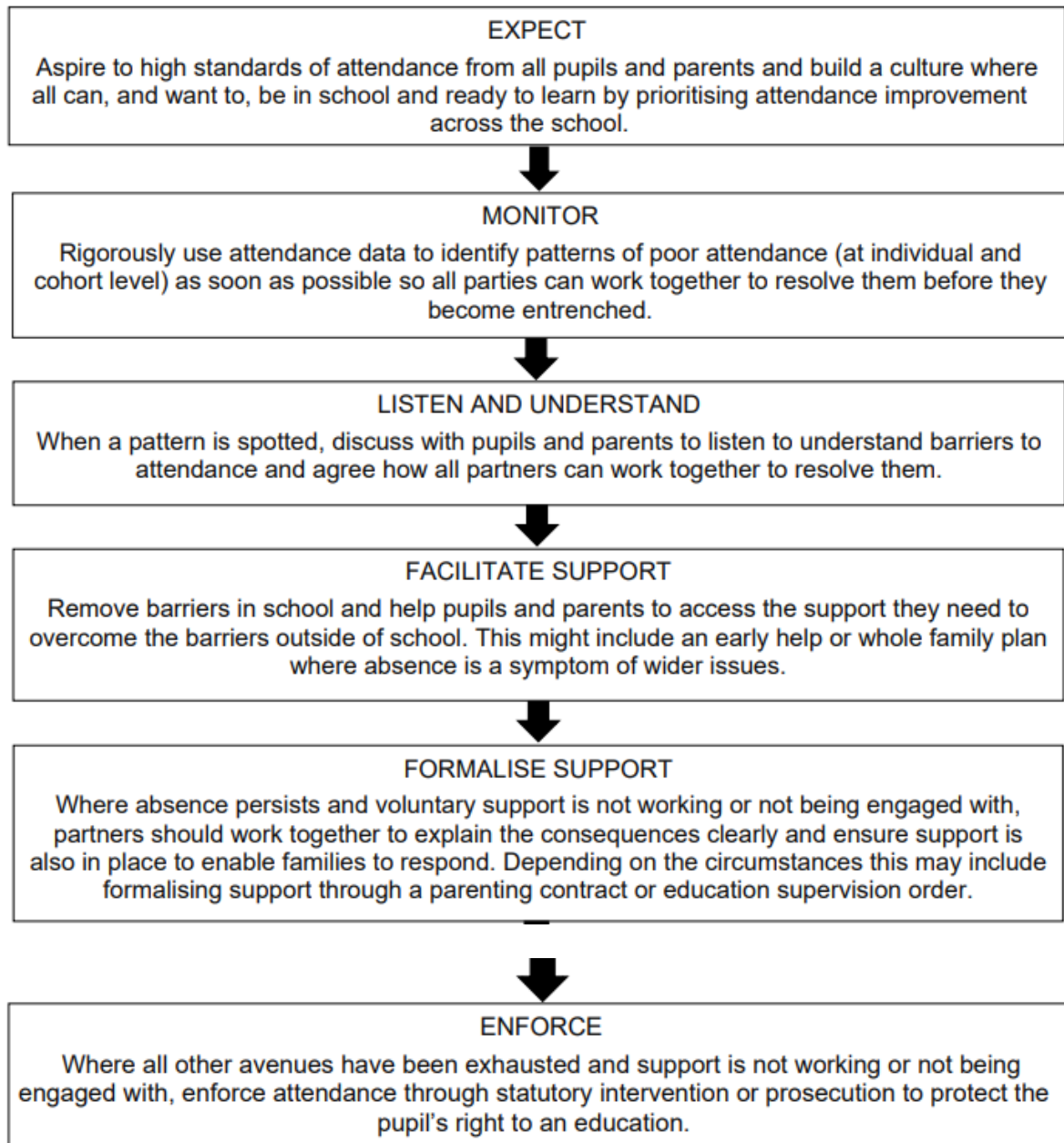


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