

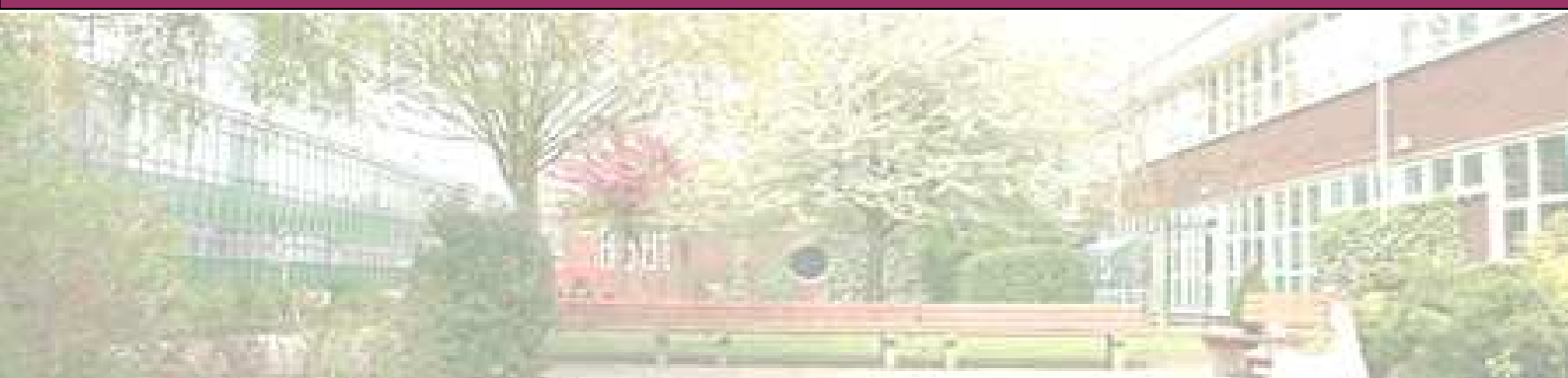
Wolgarston High School

Staffordshire



School Terms and Holiday Dates

2011/2012



School Terms and Holiday Dates 2011-2012

Procedures for Student Absence

We are grateful for parents'/carers' support in adhering to the following procedures regarding a student's absence from school. Should you have any queries on any of the points below, please do not hesitate to contact us.

First Day Absence

The parent/carer must ring the school's absence line, (01785) 788404, before 0900^{hrs} to leave a message. The message should consist of:

the name of the caller,
the student's name and house tutor group,
the reason for absence,
the expected date of return.

Returning to School Following Absence

On return to school following absence, the student must bring a note for his / her house tutor, giving the reason for absence in writing. This is kept on the student's file for future reference.

Holidays in Term Time and Leave of Absence Requests

Before parents/carers consider taking their child out of school, we would appreciate them discussing their reasons with us. Dependent on the circumstances, we may not be able to authorise a term time absence.

In exceptional circumstances, schools may grant up to ten days' leave of absence for a child to accompany his/her parents/carers on holiday. Each request will be considered on its individual merits, taking into account the following:

timings of examinations;
the student's attendance record;
the reasons for the holiday being booked in term time.

The request must be made in writing on the Staffordshire County Council form which can be obtained from the school's reception office. This should be completed and returned to our Attendance Officer, Mrs Richards, in Student Reception.

Within two weeks of its receipt, the application will be considered and a letter sent to inform parents/carers whether or not the school has authorised the leave of absence.

Requests for Leave of Absence for reasons other than family holiday in term time should be made in writing to the Headteacher. We would appreciate as much notice as possible to assist with planning.

Please note: parents/carers may be required to come into school to discuss their request with the head teacher or a senior member of staff.

School Terms and Holiday Dates 2011-2012

Autumn Term

- | | |
|----------------------------|--|
| INSET for Staff | • Monday 5 & 6 September 2011 |
| TERM BEGINS (For All) | • Wednesday 7 September 2011 |
| HALF TERM | • Monday 24 October 2011 to
Friday 28 October 2011 (5 days) |
| INSET for staff | • Monday 17 October 2011 |
| END OF TERM (For Students) | • Friday 16 December 2011 |
| INSET for staff | • Monday 19 December 2011
• Tuesday 20 December 2011 |

Spring Term

- | | |
|----------------------------|--|
| TERM BEGINS (For All) | • Tuesday 3 January 2012 |
| HALF TERM | • Monday 13 February 2012 to
Friday 17 February 2012 (5 days) |
| END OF TERM (For Students) | • Thursday 29 March 2012 |
| INSET for Staff | • Friday 30 March 2012 |
| EASTER HOLIDAY | • Monday 2 April 2012 to
Friday 13 April 2012 (10 days) |

Summer Term

- | | |
|-----------------------|---|
| TERM BEGINS (For All) | • Monday 16 April 2012 |
| MAY DAY HOLIDAY | • Monday 7 May 2012 |
| HALF TERM | • Friday 01 June 2012 to
Friday 8 June 2012 (6 days) |
| END OF TERM (For All) | • Friday 20 July 2012 |

For School Terms and Holiday Dates for 2012 to 2013 ...

Go to <http://www.staffordshire.gov.uk/education/schoolsandcolleges/Termdates/>
or pick up the link on the school website at www.wolgarston.staffs.sch.uk

Useful School Contact Numbers

Reception:

01785 788400

Fax:

01785 788418

Attendance Line:

01785 788404

Exams & Data Manager:

01785 788411

e-mail Address:

office@wolgarston.staffs.sch.uk

Visit our website at www.wolgarston.staffs.sch.uk