



Butterwick Pinchbeck's Endowed  
Church of England (Aided) Primary School  
School Lane  
Butterwick  
Boston  
Lincolnshire  
PE22 OHU

Headteacher: Mrs S Towers  
Telephone/Fax: (01205) 760256  
email: [enquiries@butterwick.lincs.sch.uk](mailto:enquiries@butterwick.lincs.sch.uk)

### Useful Help Sheet

#### What should I do if .....

My child is not attending school.	Please ring or email the school prior to 9.15a.m on the first day of absence to inform us the reason they are not attending.
The person who normally collects my child from school has changed.	Phone or email the school or write a note to the Class Teacher informing them who will be collecting your child in future.
I am thinking of taking a holiday during term time.	Please inform school 14 days in advance by email or letter. Due to the new Government Legislation <b>no holidays can be authorised</b> in term time. We encourage parents who have any questions regarding absence from school to come in and speak with us.
My child is going to be late for school.	Lateness can affect your child's attendance record so we ask parents to ensure that children arrive to school on time. However, if lateness is unavoidable please phone the office to let school know why they will be late and when your child should arrive. When you do arrive, please come to the office and sign your child in.
My child has a pre-arranged appointment, eg dental or doctor.	<p>Appointments (e.g. dental and medical) should, if possible, be arranged out of school time or towards the end of the school day. If the appointment is in school time then please bring the letter/appointment card to the office for our records. Therefore we can mark this as authorised, otherwise your child will be marked as unauthorised which will impact on their attendance.</p> <p>Please let the Class Teacher &amp; office know beforehand when the appointment is and then at the appropriate time come to the office to collect and/or return your child. You will be required to sign your child out of the building and back in (if appropriate).</p>

My child's emergency contact telephone numbers have changed.	Please inform the office as soon as possible of any changes in contact telephone numbers, mobile numbers too. If you do not, and your child is ill or has an accident, school will not be able to contact you.
My domestic family arrangements are changing.	Please write a letter to the Headteacher.
My child has had their ears pierced.	Only stud earrings are permitted. Your child will need to remove them for any physical activities. The school will take no responsibility for any injury caused or accidental loss.
I am concerned about my child's progress at school.	Please make an appointment to discuss the situation with the Class Teacher. If the matter remains unresolved, please then arrange to see the Headteacher.
I wish to make a formal complaint.	Initially complaints should be made to the Class Teacher and Headteacher. If the matter remains unresolved, please put your complaint in writing to the Clerk of Governors via the school who will then follow the formal complaints procedure.
I wish to contact the school's Governing Body.	Contact the Clerk of Governors via the school
My child has developed head lice or an infectious illness.	Phone the office or speak to the Class Teacher.
I wish to send money with my child into school for dinners/school club/trip etc.	Please send any money into school in a sealed envelope with your child's name on and details of what the money is for. Ask your child to make sure they hand it in to the Class Teacher.
I am worried about the safety of my child.	NEVER DELAY. Phone the school immediately.
I wish to see the school's latest Ofsted report.	Go to the Ofsted website: <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> or the school's website: <a href="http://www.butterwick.lincs.sch.uk">www.butterwick.lincs.sch.uk</a>