

## The Island Project School

Diddington Hall  
Diddington Lane  
Meriden  
West Midlands  
CV7 7HQ



Telephone 01675 442 588

Email [admin@theislandproject.co.uk](mailto:admin@theislandproject.co.uk)

*Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands*

---

Dear Parents/Carers

8<sup>th</sup> August 2013

I am just writing to you all with a few housekeeping points that have arisen over the past few months. I hope you all have great summer break.

### **timekeeping**

Over the past months, we have had an increasing number of parents and carers arriving either late or early to drop off or collect pupils. We appreciate that it is inevitable that sometimes parents will be subjected to unavoidable delays. If this is the case, please contact the School Office as a matter of urgency, and let them know your estimated time of arrival so that they can pass this on to Tutors.

The core School hours are 9.30am - 3.30pm. There are agreed staggered arrival and collection times for some pupils which are put in place to accommodate arousal and tolerance levels, and it can be difficult to manage these arousal levels if parents do not collect their children promptly.

Whilst Tutors are in School both before pupils arrive and after they leave, this time is used for vital lesson planning, team debriefs and training. It is therefore important that Tutors are able to attend these matters and unfortunately late arrivals do cause considerable disruption to both the School and pupils. In addition, it is not always possible to maintain the 1:1 provision outside pupil school hours

We have also had instances where parents arriving outside agreed times have knocked on windows to gain attention of Tutors. This can obviously be aversive to pupils, and we kindly ask parents refrain from doing this.

In the event of late collection, pupils will be taken to the dining room. Parents who arrive late should go to the School Office, where they will be asked to sign in (in accordance with our safe guarding procedures) and accompanied to the dining room to collect their child.

### **pupil absence**

New legislation around pupil absence is coming into effect on 1<sup>st</sup> September 2013. The parent packs which were previously provided to all parents when their children joined the School did state that:

1. The School should be notified if a child is unable to attend; and
2. That a letter confirming the reason for absence should be sent in the next day

Due to the changes in legislation, and as a matter of good practice regarding safeguarding, if you ring in to report absence, you will be asked the reason for the absence, and this will then be recorded on your child's pupil file. Could you please also ensure that you do send a letter in when your child returns to School confirming the reason for the absence, and the number of days your child was absent for.

The School Office has instructions that they are to chase parents for any missing details so that we can ensure our records are up to date and compliant with good practice and safeguarding guidelines.

Further information regarding notification of absence and requests for time off during term-time can be found in the updated Parent Packs which will be sent out at the start of the new Autumn term.

---

The Island Project is a registered charity No: 1119034  
Company registration No: 5924196 School Reg. No: 334/6010  
Registered Address: Diddington Hall Diddington Lane Meriden CV7 7HQ  
email [www.theislandproject.co.uk](http://www.theislandproject.co.uk)



8<sup>th</sup> August 2013

**Speed limit**

Can parents please check their speed when coming to drop off or collect children as there is a 5 mile per hour limit on the driveway to School. Children frequently access the grounds around the School and driving at excess speed exposes both them and their tutors to potential danger.

Kind regards

Yours sincerely

Sarah Gallagher  
Compliance Director  
[s.gallagher@theislandproject.co.uk](mailto:s.gallagher@theislandproject.co.uk)