Bottisham Village College
Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

Lode Road, Bottisham
Cambridge CB259DL
Tel: 01223 811250
www.bottishamvc.org
enquiries@bottishamvc.org

HS/bg

November 2026

Dear Parent/Carer

Attendance

Summary of Actions	Deadline
For Information.	N/A

Staying on track through the winter months

We are now three weeks into the half term, and we want to begin by saying thank you. Your support in getting your children into school each day makes a real difference, and we are grateful for it. Where your child's attendance has improved this term, you have every reason to feel proud. Improvement matters just as much as a high figure, and we are delighted to recognise it.

Feeling Under the Weather?

Illness-related absence rises between December and February, but a minor cold does not mean a child cannot learn. Children with mild symptoms who are otherwise well can attend, and we will monitor them and contact you if they become unwell. If you are unsure, see the NHS guidance "Is my child too ill for school?" at nhs.uk or in the attached guide.

If your child does not feel 100% but you would like them to give school a go, you can use the Under the Weather Form – Fill out form, to tell us how they are feeling and who to contact if they feel worse. As with an absence message, please complete it before the start of the school day.

Keeping up with Learning

Missing even a day or two can leave gaps that grow if they are not addressed. When your child returns, their form tutor will check in with them and help them catch up. Homework from each missed lesson will still be available on Go4Schools, your child should be completing this work even if they are absent to help ensure they follow the learning journey and are prepared for their first lesson back. If your child has missed several days, please contact their form tutor so that we can agree how to help them get back on track.

Looking ahead.

The final weeks of term are not a wind-down. Lessons continue as normal, with many end of topic assessments taking place. We also have a particularly exciting and busy final two weeks of enrichment activities, with Six performances 8-10 December and in the final week:

- Festive lunch.
- Festive Jumper Day.

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- Festive Fair organised by Year 7.
- Lunch time Concert.
- Non-uniform day – collecting for the local Food Banks at one of the most challenging times of the year.
- Cinema reward recognising students who have made great progress in different areas this term.
- Year 7 Pantomime Trip.

We will write again with more details nearer the time. Term ends on Friday 18 December. Please avoid arranging travel or appointments before then wherever possible.

We are here to help.

If something is making attendance difficult for your family, whether practical, health-related or because your child is worried about school, please speak to us. Your first contact is your child's form tutor, Head of Learning, or Mrs Ovenden, Attendance Officer, on studentabsences@bottishamvc.org If your child has special educational needs or a disability and would benefit from adjustments, Mrs Stanyer, our SENCo, will work with you to agree a plan. Early conversations make it easier for us to help.

Thank you for your continued support.

Yours sincerely,

Mrs H Slipper
Assistant Principal