

STUDENT SERVICES

**Direct
Dial
Telephone
Number**

**01724
747318**

If you need to report your child sick, late or not attending school, please call us direct on the above telephone number **BEFORE 9:00am.**



FOR YOUR INFORMATION



the **ST LAWRENCE** academy

STUDENT SERVICES

THE ST LAWRENCE ACADEMY

**DONCASTER RD
SCUNTHORPE
NORTH LINCOLNSHIRE
DN15 7DF**

**TELEPHONE:
01724 842447**

(Student Services Extension Number 5005)

E-MAIL: enquiries@tsla.co.uk

WEBSITE: www.tsla.co.uk



the **ST LAWRENCE** academy

The St Lawrence Academy is pleased to introduce our Student Services

Office responsible for :

◆ Absence reporting

If your child is unable to attend the academy, please ring Student Services on 01724 747318 **before 9:00am** in the morning and inform the office stating your child's name, the reason for the absence, and expected return date.

◆ Attendance

Monitoring of attendance registers, ensuring all registers completed. Any absence marks will be checked on and a text/voice message will be sent if no reason has been given. Any missing marks for lessons for possible internal truancy will also be investigated and dealt with, within the school set guidelines. Any persistent absences will be referred to the Education Welfare Officer.

◆ Student receptionists

One Year 8 student will be allocated each day to act as office runner, welcome visitors, deliver messages, collect registers, some clerical work, etc. This is a responsible job for one day where Year 8 students have their first taste of "work experience". When not engaged in office work, they continue with their school work. They need to be very smart as well as helpful when doing this job for the school. Visitors to school have always been very complimentary about our office receptionists.

◆ Storing lost property

Any lost property that is found around the academy should be handed into Student Services. If students have misplaced any personal belongings, they can check with the office in case it has been handed in. After a week, any items not claimed are stored in the Caretaker's office.

◆ Storing & administering authorised medication

Parents/Carers may, if they wish, keep certain medications locked in the medical cabinet in Student Services. Full instructions for this medication must be given in writing, and a form for this can be obtained from the office. All medication must be handed in at Student Service.

◆ Administering First Aid

◆ Selling Academy uniform

Academy uniform can be purchased direct from the academy website link or by going to www.pbparentsonline.co.uk/stlawrenceacademy (please see our uniform leaflet for prices, etc).

◆ Issuing student ID Swipe Cards

All students should carry their ID swipe card with them at all times in the academy. This is required for purchasing school dinners as the academy is on a cashless system. If they lose/misplace their card, it can be re-issued at a cost of £2.50. Lanyards to hold the cards can be purchased at a cost of 50p each. Students can not purchase lunch or print without their card.

◆ Selling stationery to students

Students can purchase the following stationery items from tutors during tutor time, or from student services before school, at morning and lunch breaks, and after school: Pens = 10p, Pencils = 10p, Small Rulers = 10p, Large Rulers = 20p, Erasers = 10p, Planners = £2.50, Exercise Books = 10p.

◆ Leave of Absence requests

Leave of Absence requests should be made in writing (student planner or a note) 10 days in advance by the parent/carer. A Leave of Absence form will then be handed to the student to take home to be completed, and must then be returned to Student Services. All Leave of Absence requests will need to be authorised by the Principal. Holidays during term time are NOT an entitlement and Parents / carers cannot demand leave of absence for their child. You should not book holidays in term time until you have sought the Principal's authorisation, as this will only be given in exceptional circumstances.

◆ Collating lists for detention.

◆ Lateness

If your child is late to school a detention will be given that evening. A text message will be sent to inform you.