

20<sup>th</sup> April 2023

Dear Parent/ Carer,

**We are writing to all children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving at school at 9.00 am. or later and collecting their children after 3.15 pm.**

**School starts at 8.45 am for all children in Reception up to Year 6. Our school drop-off window is any time between 8.30 and 8.45 am.** Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

Children need be collected on time at the end of the day. Reception need to be collected at 3.05 pm, Year 1 and Year 2 need to be collected at 3.10 pm and Years 3, 4, 5 and 6 need to be collected at 3.15 pm.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact me in school.

Yours sincerely,

Mrs Beth Atkinson

Head Teacher



Head Teacher:  
Mrs Beth Atkinson  
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