



12 January 2017

Dear Parents and Carers

Punctuality

We know that the vast majority of you get your children to school in good time and ready to learn, for which we are very grateful. We know that, on occasions, delays happen and we are all late from time to time. But, we have noticed a significant number of children arriving late for school in the morning recently. Just yesterday 21 children were late, a couple by more than half an hour.

Please remember that children can enter their classrooms from 8:50am and that **lessons start at 9:00am.**

Any child arriving after 9:00am, even by a couple of minutes, is late and must be signed in at the office. If a child is late by more than 15 minutes that lateness is recorded as an absence for the morning and counts against that child's attendance total.

The school is required to take action to address lateness and we have changed our morning procedures slightly to help us to do this. From now on, the school gates will be locked at 9:00am. Children/parents arriving after this time will have to use the buzzer to gain access to the school and must go straight to the office.

We will be monitoring lateness closely and parents who consistently bring their child/children to school late will be challenged and, if necessary, will be referred to appropriate agencies.

We do not want to appear harsh or unsympathetic, but we have to address the number of late arrivals we are getting at the moment and can only do that with your help and support.

Yours faithfully,

Guy Fairbairn
Headteacher

