



a part of Swanland Education Trust
www.swanlandeducationtrust.co.uk

10th October 2017

Dear Parents and Carers,

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 9.00am or later. School starts at 8.50am every day. Children need to be in their class as soon as possible, so that they can start lessons promptly.

Children who arrive late are greatly disadvantaged as they miss starting the day with their peers. This has been mentioned in a previous letter, when referring to our new start time and the need to ensure that every child can access the class 'check in circle', where every child is given the opportunity to express how they are feeling. Being late to class can be very unsettling for children.

It is also 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. We will continue to focus on this area with the children, through class work and assemblies.

Monitoring punctuality is a statutory requirement with ongoing lateness (after the register has been taken) being classified as an unauthorised absence.

We understand that there may be occasions where you are unavoidably late due to unforeseen circumstances, particularly traffic related incidents which are beyond your control. However, please ensure that all lateness is reported to the office upon arrival. This is most important with regards to Fire Safety.

If you are experiencing difficulties with punctuality and would like to discuss this further then please don't hesitate to contact us via the office.

Thank you for your continuing support, now and into the future.

Yours sincerely

Mr Chris Huscroft
Executive Head Teacher

Mrs Karen Markham
Head of School