

Dear Parents/Carers

Remember – In the line at quarter to nine

Child's name.....



We are very concerned with the punctuality of your child, and we are writing to you to ask you to work with the school to improve this. Certificates are given out weekly in assembly and unfortunately, your child's class are not receiving any because of the amount of lateness.

Teachers prepare work to support the children's learning which begins as soon as the children arrive in class. If a child is not in school on time then they are not ready to begin learning at **8:45am**. Children who arrive even a few minutes late miss valuable learning time.

If your child is just 5 minutes late every day, then they could be missing 25 minutes of learning in a week.

Over a typical 6 week term, this would be 150 minutes – that's 2 ½ hours of learning time!

In the course of a school year (31 weeks) this would rise to 775 minutes, or nearly 13 hours of missed learning time.

Please ensure that your child is in school by **8:45am** so that they can benefit from all the learning opportunities planned for them.

If the lateness continues you will be asked to attend a meeting with a member of our Senior Leadership team.

Yours sincerely

M.Steel
Office Manager.
Attendance Officer.