

Dear Parent/Carer

We are experiencing far too much lateness at the moment and would very much appreciate your efforts to improve this. We have listed below a few suggestions that you may find helpful: -

HOW TO HELP YOURSELF AND PREVENT LATENESS -

- PREPARE PACKED LUNCHES, UNIFORM, SCHOOL BAGS AND BREAKFAST ITEMS THE NIGHT BEFORE
- MAKE SURE THE ALARM CLOCK IS SET AT A REASONABLE TIME, ALLOWING PLENTY OF TIME FOR GETTING EVERYONE UP AND READY WITHOUT HAVING TO RUSH.
- PREPARE TO GET UP AND SET OFF FOR SCHOOL EARLIER THAN USUAL IF NECESSARY DUE TO THE WEATHER, ALLOW TIME FOR DEFROSTING THE CAR ETC.

Lateness at the start of the day is very disruptive to your child's learning and the learning of their classmates. Punctuality is important for children to start the day off well and is an essential life skill that needs to be taught from the very beginning.

IF YOUR CHILD IS LATE FOR SCHOOL -

- THEY FEEL EMBARRASSED
- THEY DISRUPT THE LESSON
- THEY MISS SOME OF THE LESSON
- THEY FEEL AS THOUGH EVERYONE LOOKS AT THEM
- THEY DON'T KNOW WHAT THEY'RE DOING
- THEY DON'T WANT THEIR PARENTS TO GET INTO TROUBLE

The school gates are unlocked at 8.30 am, the school doors open at 8.35 am and registers are taken at 8.45 am. Any children arriving between 8.45 am and 9.15 am will be registered as 'L' - late after registration. Any children arriving after 9.15 am will be registered as 'U' late after registration has closed. This is classed as an unauthorised absence and if your child is marked 'U' more than 10 times during one term is subject to a fixed penalty warning and subsequently a fixed penalty fine.

EVERY SCHOOL DAY COUNTS, BUT EVERY MINUTE IS EQUALLY IMPORTANT.

Parents of children who are continually late can be referred to our Education Welfare Officer and meetings arranged to discuss why this is happening on a far too regular basis. Please get your child/children to school on time so that this course of action can be avoided.

Thank you for your support in this matter.

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