Dear Parents and Guardians

Tuesday 8 November 2011

Punctuality Concerns

I am writing to all parents and guardians as a reminder about the rules and expectations with regards to punctuality.

Despite previous reminders about late arrival and late collection, a significant number of children are still arriving after lessons have begun. We also still have an issue with children not being collected on time after school.

It is pleasing to note that on most occasions, these issues are limited to a very small number of families or occur owing to a ‘one-off’ situation. However, on Monday 31 October, 41 children arrived at the school after lessons had begun. This figure represents 10% of the total school roll and this level of disruption to learning cannot be tolerated.

Lessons start promptly at 8.55am. Just 5 minutes of lateness means a child has missed the introduction to the first lesson, meaning they not only have to deal with the embarrassment of arriving late but may also have missed an important learning objective.

We understand that there are occasions when issues at home or with transport may affect your morning routine. However, these occasions should be exceptions, not a regular occurrence. A telephone call where possible is also helpful so we understand the situation before your child arrives.

Please also ensure your child is collected on time. It is not acceptable for the school to have to make regular arrangements to supervise groups of children at the end of the day. Our staff have duties to carry out after the end of the school day and this should not include having to regularly supervise ‘left behind’ children. Of course, we do appreciate there are occasions when parents may be running late. On these exceptional days, please telephone the school before 3.00pm (where possible) so we can get a message to the teacher and be in a position to explain to the child why they will be collected late. This helps to comfort a child who may be worried because a parent or guardian has not arrived.
While I am disappointed that I need to write a general letter about this issue, I would like to thank the families who are supportive of the school’s rules. It is crucial for the whole school community to work together to ensure our children are prepared for their learning today and are prepared for their future working lives.

I will be making direct contact with families where persistent lateness is causing concern but I hope that this letter ensures that everyone is aware of the expectations.

Yours sincerely

Mrs B Studd
Education Support Manager