

Punctuality Advice

25.9.15

Dear Parent / Carer,

Starting next week we will be tightening our punctuality systems. This means that we will be expecting all children to have arrived at school by **8.45 am**. Therefore we will be closing classroom doors at 8.50 am. If your child arrives later than 8.50 am they will be expected to walk back through the playground, through Foundation stage 1 and 2 playgrounds to the front of the school. They will then need to go to the front office to be registered.

We have advised children about this today and they have been given the opportunity to practise what to do if they are late. They have been told that they must not, under any circumstances, leave the school grounds, but simply walk around the school building to the main front door.

We would be grateful if Year 3 parents no longer enter the classroom with their child from next week to allow us to begin teaching straight away. If you do need to speak to your child's class teacher, please aim to see them between 8.40 am – 8.45 am. (Our doors will be open at 8.40 am). At 8.45 am the teacher needs to prioritise the needs of the class and any other enquiries will have to be dealt with at the end of the day.

Punctuality is an important life skill and it ensures that children are not missing valuable learning time. We hope that you will support us in this endeavour, so that your child learns how to read the time and be on time.

We thank you in advance for your co-operation in this matter.

Yours sincerely

Yvonne Turley
LSK2 Co-ordinator

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Parent / Carer