



# Prior Heath Infant School

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Headteacher: Mrs Lindsey Chivers

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Dear Parents,

## **Punctuality**

Unfortunately, I have noticed that a number of children are arriving at school after the second bell has been rung at 8.50am. Consequently, they are being marked as late in the class registers. Our Inclusion Officer, Rachel Young, reviews attendance and punctuality each term and has previously expressed a concern about lateness. Although this improved during the first half term in September/October, it is likely to be raised as a concern at her next meeting which will take place in the first half of the spring term. As a result, should Ms. Young have a concern about persistent lateness, she may request a meeting with parents.

In order to help children make the best start to the day, they need to arrive on time. The classroom doors open at 8.40am and are locked at 8.50am. If children arrive after this time, they must be taken to the school office where office staff will sign them in and they will be recorded as late in the electronic class register.

When a child arrives late to school, there are many consequences:

- He or she misses essential learning at the beginning of lessons – in fact arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year. In Reception and Year 1, the first lesson is always phonics. In Year 2, children are given an early morning task to complete. This task allows them to apply or practise key skills that they have previously learnt and as this work is often independent, it contributes towards teacher assessments. If these sessions are regularly missed, it will have an impact upon your child's progress.
- Children might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other children to explain what has been missed.

The attached leaflet, which has been provided by the Inclusion Service, provides information about punctuality.

It is equally important that children are collected at the end of the school day at 2.50pm, unless they are going to K Club or an after-school activity club. Teachers and office staff are very busy at the end of the day and dealing with children who have not been collected takes up valuable time.

I would like to take this opportunity to thank you for your continued support and remind you that should you require any assistance with your child's attendance or punctuality, we are here to help.

Yours sincerely,

Mrs L. Chivers  
Headteacher