



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
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Dear Parents/Carers,

PUNCTUALITY - EVERY MINUTE COUNTS

Last academic year there were a number of occasions that children were late for registration. **School is open from 8.30 a.m every day and children need to be in their class line at 8.45 a.m** so that they can start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and can miss the beginning of lessons or early morning work to consolidate their previous learning. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop while they are young.



We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive. Please remember that Breakfast Club is available to children from 7.40a.m. Please book this via the school money site.

This year we will continue to monitor lateness. If lateness continues to be a regular occurrence you may be asked to come in to discuss this with a member of the Senior Management Team and devise a plan to ensure improvement in punctuality. We look forward to working together and ensuring lateness at school is a thing of the past! If there are any questions or queries in regards to your child's lateness please contact the office to book an appointment to discuss this in more detail.

Yours sincerely,

Mr Bragard
Assistant Headteacher



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