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Tuesday 6th November 2022

Dear Parents and Carers,

Late Arrival at School

I hope you all had a very enjoyable half term holiday with your children and managed to get outside to enjoy some sunshine (and rain!).

Now that we are back at school and Term 2 has commenced, I wish to write to you to request your help. It has been noted that a large number of children are arriving late to school in the mornings. The start of the school day is an important time for the children, so please can I ask that you ensure that your children are in school between 8:40 a.m. and 8:50 a.m. each day.

I know that there may be occasions where emergencies happen and that in these instances, late arrival cannot be helped. If your child should arrive at school and the gates have been closed, then your child must be signed in by an adult on the School's electronic signing-in system. This is extremely important for safety reasons. Please do not be tempted to let your child follow another child in through the school entrance doors before you have signed him or her in. We know that there are times where a queue at Reception has formed, but we ask for your patience. We are always aware of any queues and will ensure that any delay in signing your child in is not recorded detrimentally on his or her attendance record.

Under no circumstances should you let your child walk into school after 8:50 a.m. without signing him or her in at Reception. If the register has been completed in the classroom and your child is not signed in at reception, then he or she will not be accounted for. In the event of an emergency e.g. a fire, this could be highly dangerous.

I thank you for your patience and cooperation with these matters.

Kind regards,

Miss T Gobell
Head Teacher



Wellbeing Award
for Schools

2020-2023

