



## Stoke by Nayland C.E.V.C. Primary School and Early Years Setting



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Dear Parents and Carers

### Late Arrival at School

The majority of children arrive on time and are in the classes promptly at the start of the day. However, increasingly there are some children who are late more than occasionally. Can I politely remind parents and carers of the school start time and routines. The general pattern is as follows:

- 8:58 am - Bell is rung and children line up
- 9:00 am - (or just after) - Children start early work and sometimes special group work
- 9:05 am - Register
- 9:20 am - First lesson starts

Early work is a vital part of children's learning. It can be a range of things, but is often reinforcement of previous learning, action points from previous work & also a time where the teacher can speak to individual children or groups who need some extra support. Our Teaching Assistants also take groups for intervention or booster work at this time.

The EWO (Education Welfare Officer) comes into school half termly to monitor attendance and punctuality. If a child arrives late this is marked in the register. If they arrive after 9:30 am the rules say that this is a morning absence (even though they have been there most of the morning) and will be noted as unauthorised absence in the attendance register.

It is really important that children get off to a good start to the day and arriving late, walking into a class that is already working makes some children anxious, impacting on their learning for some time afterwards. They will, of course, also have missed some important work.

We understand that occasionally there may be a genuine, unforeseen reason why children arrive late, but please explain the reason to us when you drop your child off or in a letter/phone call.

If your child is late, the late book at the front office should be signed. Please try to arrange children's medical appointments after school. If this is not possible, we recommend you try to make appointments so that your child is registered and attends school before collecting them.

Many thanks for your help with improving punctuality at our school.

Yours sincerely

*Jane Le Grice*  
Headteacher