



Dear Parent,

I am writing to you to emphasise the importance of your children being in school on time as unfortunately we are now having to deal with numerous incidents of lateness with some pupils sadly being routinely late for school.

Gates close at 8.55am for school each day  
(8.40am for nursery morning and 12.25pm for nursery afternoon)

Lessons begin promptly at 9am for school  
(8.45am for nursery morning, 12.30pm for nursery afternoon)

Children who arrive late are greatly disadvantaged because they miss starting the day/session with their peers and the beginning of lessons. This means they can be unsettled and start the day feeling unsure about tasks. 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 best developed when children are young.

**From Monday 11<sup>th</sup> December anyone arriving late for school will need to register their child's lateness at the front office where they will receive a late pass. Children will then need to be taken to the late gate (reception class entry) situated along Addison Walk.**

**Nursery children will need to be registered at the front office and then taken to the nursery gate.**

Hopefully our updated system will improve punctuality and reduce lateness although I do understand there may be the rare occasion when a child is unavoidably late due to unforeseen circumstances. This must be reported to the school office.

If you do experience difficulties with punctuality and would like to talk to us about it, please make an appointment to speak with me and our attendance manager.

Finally, we do provide a breakfast club for children which opens every morning at 8am. If you would like further information regarding the cost and booking process, please contact the school office on 0191 9330830.

Thank you for your cooperation

Mrs A Willis  
Head Teacher