



Springfield Community Primary School
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Headteacher: Mrs Samaira Nasim

Caring, Believing, Learning, Achieving
24 March 2017

Dear Parents/Carers,

Next week we are having a whole school focus on pupil punctuality as we have noticed an increase in the number of children arriving after 9.00am.

Children arriving late is extremely disruptive for the teacher and the rest of the class and can be embarrassing for the child, having to 'walk in' the class or an assembly late.

Having analysed the last 5 weeks of 'Late Marks', we can see that over 30 hours of learning time has been lost and a breakdown of the results by class, is shown below:

Reception	1 hour 29 minutes
Year 1	5 hours 26 minutes
Year 2	3 hours 8 minutes
Year 3	8 hours 4 minutes
Year 4	7 hours 24 minutes
Year 5	4 hours 9 minutes
Year 6	51 minutes

School doors are open at 8.50am and all the children should be in their class by 8.55am. The school bell will start the day at 9.00am when all children are expected to be ready for registration and to start their lessons.

From next week, we will be contacting parents to raise a concern when 3 incidents of lateness have occurred.

Any further discussion or queries related to this should be directed to your child's class teacher or Mrs Wilson, our Learning Mentor. Thank you for your cooperation

Mrs J Elliott
Family Support Manager

