



Springfield Community Primary School
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Headteacher: Mrs Samaira Nasim

Caring, Believing, Learning, Achieving

10 May 2017

Dear Parents/Carers,

PUNCTUALITY!

We are writing to all our families to emphasise the importance of being in school on time and being collected promptly at the end of the day. There have been numerous incidents when some families are routinely arriving at school at 9.00am or later and those who are collecting their children at 3.30pm or later.

We remind you that the School doors are open at 8.50am every morning and all the children should be in their classes for registration, so that they are ready to start their lessons promptly at 9.00am.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and miss the beginning of lessons. This means that they are often unsettled and confused about tasks as their teacher will not always be able to re-explain work.

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 whilst they are young.

It is essential that you ensure your child arrives at school on time to prevent disruption to your child's own learning and that of others.

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 and this is contrary to The Education Act.

PTO



We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances and on these occasions, you should contact school to let us know the reason for being late and when you expect to arrive.

Children must be collected from their classes at 3.05pm or 3.15pm prompt. If your child is in Year 2 they will be brought to the pavilion door. [Reception & Year 1 school day ends at 3.05pm.]

If you are experiencing difficulties with punctuality and would like to talk to me about it, then please 'catch' me any morning at the main entrance to make an appointment. In the meantime, I will be monitoring children who are late on a regular basis and will be inviting their parents into school to discuss further.

If lateness continues I will have no choice but to refer those families to the Lancashire County Council Pupil Attendance Support Team.

Please keep in mind that Breakfast Club is available for children from 8.00am however, you would need to speak with Mrs Wilson regarding available places.

Yours sincerely,

Mrs J Elliott

Mrs J Elliott
Family Support Manager