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Head Teacher: Mr M Hickey BA(Ed), PE QTS

5<sup>th</sup> October 2018

## Punctuality Letter

Dear Parents and Guardians,

Punctuality is a key aim for the school this year, as we want to increase the number of pupils arriving to school on time. Last year there were a total of 1,738 lates; this means there was an average of 9 pupils late every school day. This means vital learning time for those pupils was lost.

At Highwood we expect all pupils to be in school on time so they are ready for learning before the register closes at 8.55a.m. By this time, all pupils should be in class and engaged with the morning activity provided by the teacher. The school timings are:

- Gates open at 8.30 a.m.
- Classroom doors open at 8.45a.m.
- Classroom doors close at 8.55a.m.
- Register at 8.55 a.m.

We understand that there may be the odd occasion that a pupil is late and we will always look to support families in the first instance. When there are children who are repeatedly late, we have decided to introduce the following procedure:

### Punctuality at Highwood Primary School

Every Child's punctuality is monitored and record across the whole year.

**Every 2 weeks if your child has:**

1 late	Michelle Bull will speak to you in reception
2 or more lates	You will receive a phone call from your child's class teacher.

**Over every half term if your child is persistently late we will:**

> 4 lates	Michelle Bull will call you to discuss your child's punctuality
> 6 lates	You will be invited to a meeting to discuss your child's punctuality.

As always, we want to work with families, so if punctuality is an area that you require support with then please feel free to come in and see Michelle in the Family centre for advice.

Yours sincerely,

  
Claire Vaux and Michelle Bull