

Responsibility

Respect

Compassion

Courage

20th October 2025

Dear Parents and Carers

ATTENDING SCHOOL – PUNCTUALITY MATTERS

Missed minutes = missed learning = missed opportunities!

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year
- Arriving 30 minutes late every day is the same as being absent for 19 days a year

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher, compromising everyone's education.

Please ensure that your child arrives ready to start school at 8.35am:

Arrival

- **8.35am gates open and registration begins**
- **8.45am gates closed and end of registration**
- **8.46am-9.00am is recorded as late**
- **After 9.00am is recorded as unauthorised late**

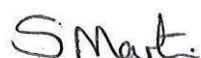
Please ensure that your child is collected promptly at the end of the day:

Home time

- Reception (Squirrels) children's end of day is 3.05pm
- Years 1 to 6 children's end of day is 3.10pm

We look forward to helping your child reach their full potential.

Yours sincerely



Sarah Martin
Headteacher