

Appendix 2a

Punctuality – Letter 1

Date

Dear

Re:

Our records show that *child's forename* has been arriving late at school. This has happened on at least 3 occasions over a 2 week period and is starting to cause the school some concern.

Your child's prompt arrival at school in the morning is a very important factor in ensuring your child is 'ready to learn'. A late start can be distressing for your child because it is at the beginning of the day when the children are afforded 'settling into school' time. We use this time to talk to the children about the format of the day, which helps them feel more secure and settled and it gives them the opportunity to relax into the 'school way'. By bringing your child in late, you will be denying your child this important part of the school day.

Can you please review your morning arrangements to ensure your child arrives between 8.45am-8.55am each morning. Arriving at this time, helps to ensure your child will gain the most from their day.

Thank you.

Yours sincerely,

Mrs C. Roberts
Headteacher