

Appendix 2b

Punctuality letter 2

Date

Dear

Re:

Our records show that *child's forename* has been arriving late at school. This has happened on at least 5 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. Also, punctuality is a quality we try very hard to instil in the children.

For your information, we are pleased to be able to offer you a pre-school facility where, for a nominal fee, you are able to drop your child off at school from 07.45am. This may help with your morning arrangements. Please contact Early Bird Club, via the school office or ring 0161 790 2123 if you are interested to check for availability.

I would be grateful if you could review your morning arrangements to ensure your child arrives at school between 8.45am – 8.55am each day.

Yours sincerely,

Mrs C. Roberts  
Headteacher