



**RUSKIN
JUNIOR SCHOOL**

Ruskin Junior School

* Wordsworth Drive, Swindon, Wiltshire SN2
7NG

☎ 01793 332107

Head Teacher: Andrew Beadnell

✉ admin@ruskin-jun.swindon.sch.uk

20/04/18

Dear Parent/Carer

Lateness Every minute really does count!

School mornings can be hectic. But when your child is late for school this means they are missing out on vital parts of their education. Being as little as **five** minutes late each day, is the equivalent as missing **three** full days of school in one year! Here at Ruskin Junior School, we take the matter of children being late for school very seriously because we know the impact it has on their education and wellbeing. As of Monday 23rd April, we will be taking the following steps to deal with this issue.

- ❖ The school gates open at 8:30am and the children need to be in school by 8:50am to be registered on time.
- ❖ Children arriving between 8:50am and 9:00am will be classed as late before the register has closed.
- ❖ Once the register has closed, children arriving after 9:00am will be marked as an unauthorised absence.
- ❖ As a legal requirement, all unauthorised absences are reported to the local authority's Education Welfare Officer who we meet with on a regular basis.
- ❖ If a child receives 10 or more unauthorised absences you may be liable for legal action to be taken against you and you could incur a fine.
- ❖ Please be aware that if your child is late, they will be asked the reason for the lateness and this will be recorded.

Being in school on time:

- Is a positive start to the day
- It helps your child get the most out of their education.
- It establishes routines and helps your child get into good patterns for the future.
- It helps your child to maintain friendships.
- It leads to achievement and success!

How can you help?

- ✓ By encouraging your child to prepare for school the night before, by getting their uniform, dinner money and school bag ready.
- ✓ By agreeing a time with your child and help them set their alarm clock to make sure they get up in plenty of time for school.
- ✓ Check if your child's school has a breakfast club. This way your child can be in school early, have a healthy breakfast and be ready to start class on time!
- ✓ Set and agree reasonable bedtimes.
- ✓ Ensure your child completes their homework the night before, instead of at breakfast time.
- ✓ Organise your child's routine – arrange doctor, dental and hospital appointments for after school

When your child is ready for school on time, remember to let him or her know how much this helps the whole family.

We recognise that on occasions there may be a genuine reason for lateness.

If your child is going to be late:

- try and inform the school on 01793 332107 before hand
- give an explanation when your child arrives at school.

If there is a particular reason for a child's continuous lateness, you should discuss this with school staff, who may be able to help.

If you require any support or advice on any of the above, please do not hesitate to contact us.

Every School Day Counts at Ruskin Junior School!
Attend, Enjoy, Achieve!

