



23rd January 2019

Dear Parent/Carer,

Punctuality

I am writing to all children's parents/carers to emphasise the importance of arriving at school on time. There have been numerous incidents of some families routinely arriving at school at 9am or later. School starts at 8.55am every day. Children need to be in their class line at 8.55am so that they can start their lessons promptly at 9am.

Children who arrive late are disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks and it is not always possible for teachers to re-explain work, as they are teaching the rest of the class.

School are required by law to monitor children's punctuality and attendance. Ongoing lateness - after the class register has been taken at 9am - is classified as an unauthorised absence, in line with the Department for Education guidance on school attendance. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive. If your child is late, please leave them at the school office with Mrs Berthinussen and she will take them to their class.

Parents in school

I am very proud of the strong links the school has with parents and carers, and I feel as a staff team we are visible and accessible during the school week. However, I would like to gently remind people about being in the school building before and during the school day.

The beginning of the day before registration is a busy time for staff, as this is when teachers and TA's set up and liaise about the learning for the day. This is also a time for staff to discuss individual children and their needs, and thus it is important that these conversations are confidential. I understand that there may be times you need to pop into school, e.g. to look for a missing jumper, but it is not appropriate to speak at length with the class teacher at this time. Can I also ask that children bringing a packed lunch put these on the trolley themselves when they come into school after lining up.

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SUTTON-ON-THE-FOREST

CHURCH OF ENGLAND PRIMARY SCHOOL



As stated above, punctuality is essential for the children, as lessons begin promptly at 9am. It is also not appropriate for parents to speak with the class teacher or TA's at 9am, as they will be teaching immediately.

If you need to speak with your child's class teacher, please arrange a mutually convenient time when you see them at the end of the school day or arrange through the school office. Equally, you can send an email to school, which will be forwarded to the class teacher.

Thank you for your continued support in all of the above.

Yours sincerely,

Helen Pye
Headteacher