

19th July 2016

Dear Parents / Carers

Late Procedure from September 2016

We are increasingly concerned about the number of children who are late for school. The school door opens at quarter to nine. It is expected that all children are in school by nine o'clock.

Too many late children are disrupting the Teacher input at the start of the lesson which is unsettling for the other children and the staff and impacting negatively on the children who always come to school on time.

Currently we have a steady stream of children who need to be escorted to their classes after nine o'clock.

From September, in order to minimise the disruption to class learning time, the morning procedure for those children who are late will be as follows:

- 1. Parent or Carer to sign the child in on the touch screen.**
- 2. Parent or Carer will then wait with their child until a member of the Pastoral team is ready to take them through to class. This is for safeguarding purposes.**
- 3. This will take place at 9:10, 9:20 and 9:30**

School opens at 8:45am, this gives fifteen minutes which is plenty of time for children to come into school. Lateness should be an exception rather than an everyday occurrence and where children are persistently late we will make referrals to the Educational Welfare Service. This may result in a Fixed Penalty Notice being issued by the Local Authority.

Please help us by ensuring your children are on time and therefore not missing learning time.

Thank you for your continued support.

R.L.Munro
Head Teacher

