

28<sup>th</sup> November 2011

Dear Parents

**Re: Late arrivals**

It has come to my notice that the frequency of late arrivals first thing in the morning within my class (Yr3 & 4) exceeds that of any other class in the school. The parents of the 9 pupils who have been persistently late will be contacted separately but I wish to impress upon all Parents the importance of pupils being present when the bell goes at 8.50am.

A child being late into the class disrupts the class and also means the child starts the day on a less than positive note. If pupils are regularly late it can also give the impression to pupils that School and being punctual is not important. We realise that on occasion being late is unavoidable and a phone call to the office, if possible, would be appreciated. If children arrive late they must report to the School office to sign in the late book and be added to the register. This is for health and safety reasons.

I would also like to remind Parents that attendance data which includes any lateness is collected by the LEA and is also communicated to any School that your child may attend after leaving Blakesley, whether that is a Secondary School after leaving year 6 or a midyear transfer to another Primary or Private School.

Thank you for taking the time to read this and I am sure that you will agree with me that teaching children these kind of values now will benefit them greatly as they progress to Secondary School.

Yours sincerely

Mary Barnett  
Head teacher