

Dear Parents and Carers,

## Re. Punctuality

Firstly, as you may have seen in the most recent newsletter, our attendance is currently at **96.34%**. I would like to thank parents and carers for ensuring that, where possible, children are in school. There are further details available by clicking on the following link:

<http://muswellhillprimary.co.uk/wp-content/uploads/2015/05/Newsletter-Number-5.pdf>

In addition, I would like to thank parents and carers for ensuring the children are in school on time. **School begins at 8:55am and finishes at 3:30pm.** Please do not leave children unattended in the playground earlier than 8:45am as they would be unsupervised in the case of an accident or emergency. We also ask that, unless children are attending other activities or the After School Club, children are collected at 3:30pm.

Our teachers ensure that the registers are taken promptly in the mornings so that learning time is maximised each day. There is often an activity on the interactive whiteboards so that the children are engaged right from the start of the day.

Whilst we understand that on certain occasions lateness cannot be helped, we ask that persistent lateness is avoided. We find that attending school and being on time supports the children in making great progress.

Furthermore, it can be very unsettling for children if they are late into their classes as they may miss the register, vital instructions or daily announcements. It is also disruptive for the other children as the teachers may need to repeat themselves.

If children are late we ask that they report to the school office so that register can be updated. This is essential in the event of a fire or other emergency. At this point the office will be asking children or parents their reason for lateness. We would only contact parents and carers if there were an ongoing issue with either persistent lateness or continual late collection of children.

Kind Regards,

James Wiltshire

Headteacher