



Willenhall Community Primary School

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The
Affinity
Federation

Dear Parents and Carers.

It is appreciated that the pandemic has upset our routines in all sorts of ways. However, as we strive to regain a semblance of normality, we have to stress that **arriving on time** at school, ready for learning, is vital.

You have all made a great start to the term and we want to highlight to you that punctuality is a priority.

Children need to arrive at school on time so that learning can start promptly.

If your child arrives late in the classroom, it is

- Detrimental to their learning, because if they miss the start of a lesson, this means that they are often unsettled and confused about tasks
- It can be embarrassing to walk in the classroom when everyone is settled to work.
- Arriving late can make you child stand out as being different from the rest of the children in class.
- A late arrival can cause disruption to the learning to other children in the class

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

As a school we are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) will be rigorously pursued by the Family Support Team. It is classified as an unauthorised absence and this is contrary to The Education Act therefore it could lead to a Penalty Notice being issued.

We understand that there may be a rare occasion when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact school to inform us when you will be arriving and the reason for your child's lateness.

Please also ensure that your children are collected promptly at the end of each school day. Children that are not collected on time can become very distressed.

If you are experiencing difficulties with punctuality please contact school to discuss.

Thank you for your continued support.

Ms. L Knowles
Head Teacher



Ambitious young minds are the future leaders of our community

