



# MANOR COURT Community Primary School

incorporating **Manor Court Early Years Centre**

A Member of Preston Primary Academy Trust

**Head Teacher** Mr L Talmage

**Deputy Head Teacher** Mr A Clode    **Assistant Head Teacher** Mrs G Terry

Duck Lane, Chard, Somerset TA20 2ES

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Dear Parent/carer

## Reference: Punctuality in getting your child to school

We are writing to you to emphasise the importance of being in school on time as there have been a number **(in each letter sent the precise number will be stated)** of occasions in which your child has been late after the register closes since January.

The school gates open at **08:35 and close promptly at 08:45 and class registers close at 08:50am every day**. Children need to be in their class by 08:50am so that they can start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of morning lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain the work being completed.

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 children need to develop whilst they are young and for primary aged children it is the responsibility of you as their parent or carer to get them to school on time. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others being educated in the classroom.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act. Please be aware that if your child's punctuality does not improve you will be asked to attend a meeting with us.

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.

**High levels of poor punctuality will now result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and may result in legal action being taken against you.**

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to speak to Miss Gregory (Early Intervention Officer), Mr Clode, or Mr Talmage

Please keep in mind that Breakfast Club is available to children each day from 7:30am at a highly subsidised rate to all parents.

Yours sincerely,

Luke Talmage  
Headteacher

Mr Alan Clode  
Deputy Headteacher & Inclusion Leader

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