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Chair of the Governing Body: Sian Holmes



'Enjoyment, Achievement, and Learning for life...'

4th October 2017

UPDATED PROCEDURES FOR LATECOMERS

The learning cost of not being at school on time

Did you know that if your child is 20 minutes late for school every day, **they miss nearly 2 hours of learning every week?** **That's 2 days of missed learning every term!** Get your child to school 5 minutes before the bell rings – to ensure they're here on time.



It has been a wonderful start to the new school year for our pupils. Learning time is precious and so to minimize the impact of being late we are making some changes to the procedures at the start of the school day for pupils in F2 to Y3.

As you are aware, a member of staff from each class will be on the yard to greet you and your child each morning from 8.50am. Your child will then enter class, to begin their learning. A bell will ring at 8.55am to prompt staff to lock the external doors (in-line with safeguarding procedures) and signals the start of registration.

For parents of pupils in F2, Y1, Y2 and Y3, if you miss the drop off time (8.50am to 8.55am) you must still take your child to the classroom door. Pupils can be handed to teaching staff at the class door thus minimizing the potential loss of learning time. At this time, you will be handed a pass that looks like this:



You MUST take this pass to the Main Office where Mrs Rowbotham or Mrs Amian will register your child and organise your child's school lunch.

THIS WILL NOT BE DONE BY THE CLASS TEACHER AND MUST BE DONE AT THE MAIN OFFICE.

Mrs Rowbotham or Mrs Amian will take the pass from you at this time and register your child.

At 9.10am, the external gates are locked (in-line with safeguarding procedures) and you will be unable to gain access to your child's classroom door. If you arrive at school after the gates are locked you must proceed to the Main Office with your child.

Many thanks, as always, for your continued support. Let's make every learning moment count!

Yours Faithfully

Mrs Sian
Headteacher