



# Bishop John Robinson CofE Primary School

Headteacher: Mr Matthew Harris NPQH

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Wednesday, October 11, 2023

Dear Parents and Carers

Re: Punctuality

We are writing to all children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving at school at 9.00 a.m. or later and collecting their children at 3.30 p.m. or later.

School starts at 8.40 a.m. every day. Children need to be in their class at 8.50 a.m. 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 lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work. 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.

Our Breakfast Club is available for pupils from Reception to Year 6 and begins at 7:45am each morning. Pupils can arrive anytime between 7:45am and 8:30am and have a breakfast snack before school begins.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken at 8:50am) is classified as an unauthorised absence, and may be prosecuted under section 444 of the Education Act.

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 on 0208 3109160 to inform us when you will arrive.

Children in Nursey, Reception, Year 1 and Year 2 must be collected from their classes at 3.10 p.m. If your child is in Years 3-6 they need to be collected at 3.15 p.m. unless they have your permission to walk home alone. After school clubs all finish at 4:20pm, and parents and carers are asked to ensure they collect promptly. Children not collected promptly will be transferred to our Twilight club and parents / carers will be charged for the session.

Our Twilight Club runs from 4:20pm until 5:45pm and is open to pupils from Reception to Year 6. If you are using this provision, please ensure you collect promptly by 5:45pm. We have no provision for looking after pupils after 5:45pm. Any child who has not been collected will be referred to the local authority as an uncollected child.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could 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 contact the school office to make an appointment to do so.

Yours faithfully,

Mr Matthew Harris  
Headteacher

