



26th April 2018

Dear Parents / Carers,

### 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 8.55am or later and collecting their children at 3.15pm or later. At Russell Hall, we are very supportive and sympathetic to all types of family situations which may have an impact on the way your day runs. If you are experiencing difficulties (either one-off or longer term) please do not hesitate to contact us. We have lots of ways that we can support you.

**School starts at 8.50am every day.** Children need to be in their class line at 8.50 am, so that they can be collected by their teacher and taken up to their classroom and 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. Children have reported that arriving late can cause them embarrassment when entering and disrupting an already settled classroom.

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. Arriving late for school also affects them socially as they can feel isolated within their friendship groups.

It is 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.

We will continue to focus on this area with children through class work and school assemblies.

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.



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.

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.

Children must be collected from school at 3.10pm. If your child is in Reception Class they will be dismissed through the Reception class door. Years 1-4 will be brought downstairs to the playground at 3.10 pm and children in 5 and 6 will be dismissed from their own classroom and should make their way outside promptly after being dismissed. Class teachers or the office should have prior permission from you if your child is allowed to go home by themselves. (This only applies to year 6 children)

Punctuality also applies when collecting from an after school club.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment with Mrs Hargrave (Family and Pupil Liaison Officer) where this can be discussed and support can be offered.

Yours faithfully

Mrs Claire Hargrave  
Family and Pupil Liaison Officer