



8th May 2026

Dear Parents and Carers,

We are writing to remind all families about the importance of good punctuality.

Arriving on time each morning helps children start the day calmly, receive key information, and feel fully prepared for learning. Good punctuality is an important life skill and helps children build positive habits that will support them throughout their lives.

Children should arrive by 8:35am each morning and will be marked late if they arrive after 8:40am.

To support this, we are introducing a clear and consistent system to encourage good punctuality.

If a child is late to school **twice in a week**, they will:

- Attend a 30-minute '**Punctuality Improvement Reflection**' after school on Friday of that week where they will complete a plan to improve their punctuality.
- Be placed on **Punctuality Report** for the following week to monitor improvements to their punctuality.
- Complete a 30-minute after school Reflection **each time they are late** for school. This will be completed on the **same day** as they were late to school.

Children who reach five **lates in a half term** will be supported in the same way as those who are late twice in a week and will complete a 30-minute after school Reflection on the Friday after their fifth late. They will also be issued with a punctuality report for the following week.

These steps are designed to help children develop strong habits, show ambition, and ensure they are ready to learn every day.

If there is a legitimate reason for lateness, parents and carers are required to contact the school directly to explain why, so that the reason can be considered.

We appreciate your support in reinforcing the importance of punctuality with your child at home.

Kindest regards,

Mr Farnie  
Vice-Principal