

16th December 2019

Dear Parents and Friends of Castle Hill,

It has been highlighted to Senior Management Team that an increasing number of pupils are arriving at school after the entrance doors are closed in the morning. We would therefore like to take this opportunity to remind parents of the school opening times at Greenbank.

Gates Open	08:30
Doors Open	08:35
Registration starts	08:45
Lessons Start (Doors closed)	08:50

Please note that if children arrive after 8:50 they must be signed in at Reception by a parent/adult giving reasons for lateness and they will be marked as Late on the registers. Children arriving after 09:15 will receive an unauthorised absence mark.

It is an important part of the daily routine for children to arrive on time, as it gives them the opportunity to start their day in a calm and timely manner, and be ready when the teacher starts registration. Arriving late is disruptive for your child, their teacher, and other children in their class. It is worth noting that being 5 minutes late every day adds up to 3 days lost learning each year, 15 minutes late each day is the same as being absent for 2 weeks each year.

From January 2020, a member of the Senior Team will monitor the gates to track reasons why pupils are late.

For any children who continue to be consistently late, we will be contacting you to discuss this further.

As always, we appreciate your continued support.

Kind regards

Castle Hill Team

