



IMPORTANT NOTICE

Due to the high number of children recorded as **LATE** the following procedures will be followed from Monday 30th January 2017

- PARENTS / CARERS must sign their child in at the main entrance. Children **cannot** come to school late and unsupervised. If a child does not have an adult, the office will contact parents.
- PARENTS / CARERS will take their child to their classroom to ensure that they access their learning immediately.
- If a child has a significant amount of late marks an ATTENDANCE meeting will be held and the family given an attendance support plan and monitoring for a 4 week period.
- If attendance does not improve over this period the Local Authority attendance team will become involved.

Harrow Gate Primary children start their learning at **9am** EVERY DAY. If your child is not in class ready to learn it causes gaps in their understanding and seriously effects their progress in education.

Harrow Gate Primary opens its doors to children at **8am**. This gives all families plenty of time to ensure that the children are entering their classrooms at **8:50am**.