

St Ignatius
Catholic Primary School



In God's Hands

ST. IGNATIUS CATHOLIC PRIMARY SCHOOL

Headteacher: Mr. C.J. Bonner

28th June 2024

Dear Parents / 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 8.55 a.m. every day. Children need to be in their class at 8.55 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.

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.

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.

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 their classes at 3.15 p.m. .

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 make an appointment to do so or telephone the Educational Welfare Service.

Please keep in mind that Breakfast Club is available to children from 8.00a.m.

Yours sincerely,
C J. Bonner
HEADTEACHER