

Thrunscoe Primary and Nursery Academy,
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4th December 2024

Punctuality & Lateness

Dear Parents / Carers,

We are writing to all children's families to remind you of the importance of being in school on time and collecting on time. We are seeing an increase in some pupils **routinely arriving** at the Academy late. We are also seeing an increase in a number of pupils **routinely being collected** by parents / carers at 3.30 pm or later.

MORNING DROP OFF REMINDERS:

1. The classroom doors open **at 8.40am** each day to enable pupils to settle in, ready to start lessons **at 8.50am**. Children are required to be at their desks, ready to learn, **by 8.50am prompt**.
2. Gates close promptly **at 8.50am**.
3. 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. It is essential that you ensure that your child arrives at the Academy on time to prevent disruption to your child's own learning and that of others.
4. We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been closed at 9.20am) is classified as an unauthorised absence for the whole morning session. 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 academy office to inform us of when you will arrive.
5. As per our Attendance Policy we also ask that parents contact the office by 9am if your child is going to be absent. Alternatively you can email office@thrunscoe.academy. For safeguarding purposes, we request parents ring or email the academy office **EACH** day of absence.

END OF DAY COLLECTION REMINDERS:

- 1) Children must be collected from their classes **at 3.15pm (Nursery & Reception)** and **3.20pm (all other year groups)**.



2022-2025 Gold Level Achieved

- 2) 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 Academy office to inform us when you will arrive.
- 3) However, children that are collected **consistently and routinely** after 3.30pm, will now be sent to our wraparound care, Cosmic Kids Club where there will be a charge of £2.50 for the first half hour, and then an additional £2.50 for every half hour after until club closes at 6pm. You will be notified if this occurs and you will be required to collect your child from the club (Early Years side entrance). All payments will be collected via **SCHOOL MONEY**.

High levels of unauthorised absences or poor punctuality (before and after the Academy day) will be referred to our Attendance & Welfare Officer who will contact you to discuss the reasons for this.

If you are experiencing difficulties with punctuality or attendance and would like to talk to us about it, please make an appointment to do so. We are here to help and support.

Please keep in mind that Breakfast Club is available to children from 7.40am and Cosmic Kids Club for after school childcare from 3.30- 6pm daily.

Your support on this matter is sought and as always greatly appreciated.

Yours sincerely,



Mr S P Bate
Headteacher