

Cherry Lane Primary School

Sipson Road, West Drayton, Middlesex, UB7 9DL
Tel: 01895 444480 Fax: 01895 430296



Headteacher: Mr Stephen Whitehouse

Email: admin@cherrylane.hillingdon.sch.uk Website: cherrylane.hillingdon.sch.uk

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.

Punctuality is a social requirement, therefore, we expect our pupils to adhere to the school times. The Breakfast Club is open from 7.45am and the playground is open at 8.30am and it is important that Key Stage 1 children are in the classroom at 8.50 for registration and Key Stage 2 children in the classroom at 8.45 for registration.

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 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 may result in Legal Action.

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.

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.

Yours sincerely,

Mr Stephen Whitehouse
Headteacher

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