



# RIVINGTON

# FOUNDATION

## Primary School



16.05.2023

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 incidents of some families routinely arriving at school after 9.00a.m. or later.**

**School starts at 9:00a.m. every day. Children need to be in their class at 9:00 a.m. so that they can start their lessons promptly. The school gates open at 8:45am and all children are invited into their classes from this time with work and tasks to complete. This greatly helps reduce the stress of drop-off and provides a 15 minute window to relieve the pressures of parking up.**

Children who arrive late to school 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. Parents and Carers will be contacted directly if this continues to be a problem.

**Living life to its fullest; making a difference along the way.**

**Operation  
Encompass**

**Ofsted Graded  
GOOD 2020**

*Horrobin Lane, Rivington, Lancashire,  
BL6 7SE*

*Tel: 01204 69 69 51*

*Headteacher: Mrs S E Annette BA (QTS)*



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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. **All children arriving after the gates have closed at 9:00a.m. must be taken to the school office and signed in.**

Children must be collected from their classes or designated area at 3.15p.m. If your child is in Years 5-6 they will be brought downstairs at 3.15p.m. and unless they have your permission to go home by them self, they should be met at the main door/wall or playground at **3.15p.m.** and no later.

**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 7:30a.m.**

Thank you for your support in with this matter.

Best wishes,

*Sarah Annette*



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