



14<sup>th</sup> May 2024

### Late arrivals and lunch orders

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Dear Parents and Carers,

I am writing to remind parents that the school day begins at 08:50am. We are currently experiencing a high number of children arriving late every day, this is very disruptive to the start of the day for children.

I am writing to request that if you are unable to bring your child into school on time at 08:50am due to appointments or other reasons, it would be appreciated if you could notify the office by 09:15am to order a school lunch. If you **HAVE NOT** telephoned to order a school lunch by this time, you will need to provide your child with a packed lunch.

When you arrive, please sign your child in and leave promptly allowing staff to assist your child to class as quickly as possible.

Punctuality is such an important part of your child starting their school day, it is important to be on time. Please be reminded that lateness does contribute towards your child's overall attendance. Being in school on time also means that your child will not miss the opportunity to have a free breakfast in the classroom, setting them up well for the day ahead.

Please remember that minutes lost in schooling are valuable to your child's education, please see the table below.

Minutes late in school over 1 year	Days lost in education over 1 year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19.5 days

Yours sincerely,

Anna Rutter  
Acting Headteacher