

Head Teacher: Mr A Whittle



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Subject: Supporting Good Attendance – A Reminder About Our Morning Routine

Dear Parents and Carers,

Following recent communications and discussions with the Local Authority, we are writing to remind you of our expectations at the start of the school day to ensure that all children are in school on time and ready to make the most of their learning.

Our School Day Timings

At Mapplewells Primary and Nursery School, the school day begins promptly at 8:45am, when all children should be in class and ready to learn.

- School gates open: 8:35am
- Classrooms open for children: 8:35am
- Registration begins: 8:45am
- Gates close: 8:50am (from after the half-term break)

Any child arriving after 8:50am will need to enter through the school office and will be marked as late.

Why Punctuality Matters

Regular attendance and good punctuality are crucial for your child's progress and wellbeing. When children arrive late, they:

- Miss valuable settling-in time with their teacher and classmates
- Miss key instructions for the day's learning
- May disrupt the learning already taking place
- Can feel unsettled, embarrassed, or anxious

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Lessons begin promptly after registration, and some children transition to other areas of the school shortly after arriving. Being on time helps your child begin their day calmly and confidently.

How We Can Support You

We understand that occasional lateness can happen. However, if you are finding it difficult to ensure your child arrives on time regularly, please contact the school office. We are here to support you and will work together to understand any challenges and identify helpful solutions.

What Happens Next

As part of our whole-school approach to attendance, we will continue to monitor punctuality closely. Where punctuality becomes a concern, we will:

1. Contact you to understand the reasons and offer support
2. Arrange a meeting to agree on actions or interventions
3. Work with you and, where appropriate, external agencies to remove barriers

Good attendance is an important part of our school culture and values. We are committed to supporting every family so that each child can attend school regularly and on time.

Thank you for your continued support in helping your child achieve their full potential.

Yours sincerely,

Mr Whittle