

10<sup>th</sup> January 2025

**Re: Punctuality and Attendance**

Dear Parent/Carer,

We hope that you and your family have had a restful winter break.

As you are aware, good attendance and punctuality are very important. Therefore we would like to bring to your attention some changes which will take affect from Monday 13th January 2025.

**8.45am:** School gates will close. Any children arriving after this time will have to wait at the main gate for collection by the Welfare Officer. **Please do not ring the buzzer for the office unless you have a query with the office. Children must not be left unaccompanied.**

**9.00am onwards:** Latecomers to buzz the office for admittance. Pupils must be accompanied to the office by a parent/carer.

Pupils who arrive after registration closes will receive an unauthorised absence mark for the morning.

Absences must be reported by calling 0208 965 5326 option 1 and leaving a message with your child's full name, class and reason clearly stated.

**Late Collection 3.20pm - 3.40pm:** Late fee of £3 will apply. Repeat late collections will result in a fee of £9.00.

**Late collection 3.40pm onwards:** Late fee of £9.00 will apply.

We do appreciate that on occasion there may be times when you may run late due to things beyond your control but we would appreciate it if you would let the school know as soon as possible so that arrangements can be made for your child.

We thank you for your support and hope that our continued collaborative working will lead to successful outcomes for your child.

Yours sincerely,



Nicola Harmer  
Headteacher