

St. Anne's Catholic Voluntary Academy

To be like Jesus.... wise, caring, honest and fair, today and every day
Lightwood Road, Buxton, Derbyshire, SK17 7AN

Executive Head: Mr. Brendan Hickey
Head of School: Mrs. Julia Wiggins



20th November 2018

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 a number of incidents of some families routinely arriving at school at 9.00 a.m. or sometimes considerably later and collecting their children at 3.30 p.m. or later.

School starts at 8.55 a.m. every day. Children need to be in their classroom at 8.55 a.m. so that they can start their lessons promptly. 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 this is contrary to The Education Act.

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 sign your child in when you will arrive.

Children must be collected from their classes at 3.15 pm unless they are in Years 5-6 and they have your permission to go home by them self.

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.

Yours faithfully,

Julia Wiggins
Head of School



A member of
St Ralph Sherwin
Catholic Multi Academy Trust

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