



BOLNEY C.E.P. SCHOOL

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Be the Best You Can,
Guided by God

Headteacher: Mrs Lorraine Kenny, BEd Hons, NPQH

date

Dear parents of Name,

I am concerned to note that despite my earlier letter, Name's punctuality has not improved. He/she has now been late on occasions in the past four weeks.

As I have previously advised you, lateness adversely affects not only your own son/daughter's education, but disrupts other children's learning too. Please come to school on at to discuss this situation with me.

Yours Sincerely,

Mrs Lorraine Kenny
Headteacher