



Pondhu Primary School

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Name and address

Date

Dear*name*....

I am writing to introduce myself as Parent Support Advisor at Pondhu Primary School. Part of my job role is to monitor punctuality throughout the school, identify any concerns and to offer support accordingly.

...*name*... has been late to school ?? times since the beginning of the school year. Each of these late arrivals means ...*name*... has been unable to fully participate in our daily reading sessions. This may impact on ...*name*...'s reading skills, making it harder for *him / her* to access other curriculum subjects.

I am keen to provide support in helping to improve ...*name*... 's lateness. If there are any on-going issues you'd like to discuss please feel free to make an appointment to see me, pop in for a chat or call me. I am available throughout the week at school from 8.30am.

In the meantime, we hope to see*name* 's punctuality improve.

Yours sincerely,

Claire Hollebon
Parent Support Advisor

