

‘Achieving Excellence through Leadership’

GILES JUNIOR SCHOOL

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Headteacher: Miss. L. Whitby

Friday, 13 January 2023

Dear Parent/Carer,

We are working hard to minimise lateness across the school. Lateness is disruptive for the child who is arriving late, as they will miss their early morning work and the introduction to their first lesson. It is also disruptive to the other children in the class who have started their working day. Regular attendance and punctuality is an important factor in a child's academic success. For this reason, we take school punctuality very seriously.

Our attendance policy states:

- If a child has been late twice in a week, they will be required to stay in on a Friday at break time in order to complete some of the 'early work' they have missed.

Therefore, if your child is late twice or more in a week, Mrs Oram will supervise them during their break time on the Friday of that week so that they are able to catch up on what they have missed.

We are keen to work with you to address any barriers to your child's punctuality. If you require any advice or support on this matter, please get in touch with myself to discuss this and we will do our best to help.

Yours sincerely,

Mrs Louise Jones
Deputy Headteacher

