



Priory School (Foundation)

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Headteacher: Mrs. J. Laver



25th October 2019

Dear Parent/Carer

Re: Punctuality

Firstly, I would like to acknowledge and thank the vast majority of parents/carers who always drop and collect their children on time. However, we are seeing an increasing number of occasions where children are being dropped off late after morning registration, or picked up late at the end of the school day.

Studies have shown that if children are consistently late to school it can have a negative impact on their learning as well as disrupting the learning of other children in their class.

Children who have been left behind at the end of the school day can become extremely anxious or distressed. It is also disruptive for staff who are left to supervise children in a busy office environment, or who have to stay behind when their day has ended.

I understand that there may be occasions where parents/carers have been delayed because of an unavoidable emergency but consistent lateness is clearly not acceptable.

Can I therefore, please remind parents, that morning registration is at 8.55am and school finishes promptly at 3.15pm for KS1 and 3.30pm for KS2 children.

Thank you for your support on this matter.

Yours sincerely

A handwritten signature in blue ink that reads 'Jacqueline Laver'.

Mrs J Laver
Headteacher

