



Friday 15th September 2023

Dear Woodberry Down Families,

Re: Punctuality

As you are aware, the better a pupil's attendance at school, the more likely they are to make progress with their learning, reaching the goals we set for them.

With this in mind, I wanted to bring to your attention that the school gates are opened each morning at **8.45am**. Our children are expected to be at school, ready to learn by **8.55am**. Any child who arrives at school after this time is considered to be late. The school gates close at 9.00am punctually. At this time, school staff and leaders need to be in classrooms, teaching our children.

Pupils who arrive at school late miss the routine of starting school with their friends and the important messages and activities provided by their teachers to ensure they remember more and know key information and facts linked to their topics. This is when they work to complete their knowledge organisers and to answer questions about their current topics.

From Monday 18th September, any child who arrives late to school will be required to complete any missed learning tasks during their break or lunchtime. This means that any children arriving five minutes late will spend five minutes of their lunch break, completing the activities they missed at the start of the school day. If a child arrives at school ten minutes late, then they will spend ten minutes of their lunch break completing their work. This will ensure that they do not fall behind or miss key learning.

With this in mind, we will always do our best to support families with their punctuality. We can offer support through breakfast club places or reminder phone calls to help families reach school on time. We do not want any of our children to miss important learning and our intention is to ensure that they do not miss out on any time in school.

Kind regards

A handwritten signature in black ink, appearing to be 'Derek Hewie', with a long horizontal stroke extending to the right.

Derek Hewie
Headteacher