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Monday 6th July 2015

Dear Parent/Carers

Each term the Senior Leadership Team monitors our pupils' attendance and punctuality data. We are pleased to report that our attendance percentage during the past few years has increased and we would like to thank Parent/Carers for their continuing support.

However our Education and Welfare Officer has directed our attention to certain aspects of our punctuality data. Our data has shown that 175 pupils have had between them, 1720 late marks in the class registers. If we make the assumption that each of these late marks is equivalent to ten minutes, this is a total of 286 hours of learning time lost a year between the 175 pupils.

Many children find arriving in the classroom, when all the other children are settled and working, distressing as they have missed the initial part of a lesson and are unsure about what they need to do to complete their learning task.

Some Parent/Carers have expressed some confusion about the times and procedures employed at Jotmans Hall School regarding punctuality. Therefore I am writing to clarify the times and arrangements for children entering the school each morning.

- The school gates are opened each morning at 8.45 a.m. for the children to come into school.
- At 8.55 a.m. the gates are closed and children who arrive after 8.55 a.m. need to enter the school through the main Office.
- The Office Staff record the names of all children who enter the school through the main entrance after 8.55 a.m. and a late mark is recorded against their name in the class register.

If you can ensure that your child has walked through the school gates by 8.55 a.m. they will not have a late mark against their name in the class register.

At Jotmans Hall Primary School, we are aware that there are days when circumstances e.g. traffic, extreme weather conditions, health issues and family circumstances can result in children arriving after 8.55 a.m. We would advise Parent/Carers to contact the school if their child is going to arrive after 8.55 a.m. to explain why their child will be arriving late.

Thank you for your continuing support and if we work together and reduce the number of late marks recorded by the Office each morning, we can ensure that each child receives the maximum learning time, so whilst they attend Jotmans Hall Primary School.

Yours sincerely

P.J.C Lovett
Assistant Headteacher

