

Benson C of E Primary School

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Headteacher: Mrs Helen Crolla

Deputy Headteacher: Mrs Shelley Mottram

Thursday 5th December 2013

Dear Parents and Carers,

Attendance and Punctuality

I am writing to clarify our morning procedure and inform you of a slight change to the management of the site.

The school gates are open from **8.30am**, to allow children to arrive for early morning work (from 8.40am) and be seated ready for registration at 8.50am. It is essential that children are present by this time to enable them to respond to feedback about their work, engage with morning tasks and to give them a settled start to the day.

Members of staff are on duty in the playground, until the bell is rung at 8.50am but then are needed in class, to support learning. In our efforts to raise standards, we feel this is extremely important. I realise that this is causing difficulty for parents attempting to leave the site, so I have asked our Site Manager, Mr Burtenshaw, to lock the gate at **8.55am**.

Where children are arriving after 8.50am, please could I ask parents to bring them to the office. Parents will need to sign their child in on the Late Book as registers will have already been taken. Staff will take pupils to their classroom, as this will be less disruptive for the class, who will already be working.

I would urge all parents to ensure that their children are punctual, as this teaches them good manners, enables them to begin learning and gives a bit of time to socialise with their friends. Children are often embarrassed at arriving late to a settled class.

As a parent, I understand the pressures that occur in the morning but would appreciate your co-operation in this matter.

Best wishes,



Helen Crolla

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