



Discussing lateness further:

If you are having trouble with being on time every day for school and would like to discuss this further then please get in touch with your child's class teacher or by calling into the school office to discuss it with the Attendance Officer, Miss Jones.

Anyone can be late—sometimes!

There are always:

- Alarms that don't go off!
- The worst traffic jam ever!
- The breakfast spilled over school clothes just as you were about to leave!

These things are nobody's fault and can happen to anyone.

However, persistent lateness can impact your child.

Together we can hopefully come up with a plan to support you and your child in getting to school on time and improving their punctuality.

Tel:

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Email:

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#EVERYDAYCOUNTS

Punctuality



Mendell Primary School

This booklet looks at punctuality. The importance of being on time and the affects it can have when you are regularly late.

Did you know ...

Being 20 minutes late for school every day, for the school year, is the same as missing **3 whole weeks** of school!

Effects of lateness:

- There are NO positives to being late
- It can be embarrassing and stressful for your child walking into class late
- Your child will miss vital information from the beginning of lessons
- Your child may suffer because they don't know what they are doing in class
- It stops your child socialising with friends when they first arrive at school
- Your child may be out of breath/tired when they arrive — affecting their concentration when they first come in

School gates open at **8:40am** and close at **8:50am**. All children should arrive at school between these times and enter via the green gates onto the playground.

Any child arriving late to school must enter through the school office and will receive a late mark ('L' on the register). Arriving 30 minutes after the register has closed will receive a 'U' mark. If your child is persistently late then you may receive a fixed penalty notice (fine) from the local authority.

Monitoring punctuality:

To monitor and improve punctuality here at Mendell we actively monitor punctuality and liaise with parents and carers to find out reasons for lateness and ways we can support families to help us tackle this problem.

All children who arrive late to school (after 8:50am when the gates have closed) **MUST** be brought to the school office by a parent or carer. The child/ren will then be marked in the register and sent down to their class. Parents and carers must then inform us why they were late and let us know if we can do to help. This is to help us monitor the reasons for poor punctuality.

Ways to avoid being late:

- Talk to your child/ren about the importance of being on time
- Set your alarm 15 minutes earlier to give you extra time in the mornings
- Make sure all bags are packed/uniform is ready the night before. This will save time looking for it in the morning
- See that you leave home early enough to account for traffic jams/queues. This way your child can arrive at school with plenty of time to see your friends, chat and take part in lessons from the very beginning