

2<sup>nd</sup> February 2018

To all the Parents/Guardians,

We are writing to all children's families to emphasise the importance of being in school on time, as there have been numerous incidents of some families routinely arriving at school late and/or collecting their children late. We have also had concerns about the safety of some of our younger children at the end of school.



## **MORNING LATENESS**

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is therefore essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We are required to monitor children's punctuality and attendance. On-going or repeated lateness (after the class register has been taken) is classified as an unauthorised absence. This is contrary to The Education Act and can lead to legal action being taken against parents.

From February half term, children arriving late to school will make up lost learning time during their lunch break.

## **LATE COLLECTION**

Children can be very distressed when left at school by parents failing to collect them on time. This is also unfair to staff.

We do understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive, or of alternative collection arrangements you have made for your child.

Some parents have been late collecting their children on multiple occasions this year. This is completely unacceptable. We will monitor the frequency of late collection and will act appropriately if this becomes persistent.

From February half term, if a child remains in school 30 minutes after finishing time without any contact from parents, and is not part of an after-school club, we will inform the police that the child has been abandoned at school.

## **SAFETY**

Please be aware that we cannot release young children to the care of other children or to anyone who has not been authorised by a parent/guardian. Anyone collecting a child In Year 2 or below should be at least 14 years old and school must have been informed by parents/ guardians that they will be collecting your child instead of you. However, The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child. We have a duty of care not to release children into the care of individuals we feel are not in a position to keep them safe.

Yours sincerely,

A J Laskey  
Executive Headteacher

St Thomas' Moorside School Tel: 0161 624 9290. School Starts 8.50am. School finishes 3.15pm  
East Crompton St. James School Tel: 01706 847360. School starts 8.45am. School finishes 3pm