



Be the Best You Can,
Guided by God

BOLNEY C.E.P. SCHOOL

Church Lane, Bolney, Haywards Heath, West Sussex RH17 5QP
Tel: 01444-881352 Fax: 01444-881047
E-mail: office@bolneyprimary.school
Web: <http://bolneyschool.org.uk/>

Headteacher: Ms Emma Lofthouse, BEd Hons

date

Dear parents of **Name**,

I am concerned to note that despite my earlier letter, **Name's** punctuality has not improved. They have now been late on..... occasions in the past four weeks.

As I have previously advised you, lateness adversely affects not only your own child's education, but disrupts other children's learning too. Please come to school on **at** to discuss this situation with me.

Yours Sincerely,

Ms Emma Lofthouse
Headteacher