



BOLNEY C.E.P. SCHOOL

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Be the Best You Can,
Guided by God

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