



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 **Name** has been arriving late for school recently. According to our records, your child has been late..... times this week/fortnight and no satisfactory explanations were given.

School starts at 8:45am, and children can enter their classroom from 8:35am. You will appreciate that regular lateness adversely affects not only your own child's education, but disrupts other children's learning too. When a child arrives late, they miss the introduction to the lesson, when previous learning is revisited and objectives and activities are explained. The teacher cannot repeat the full introduction for the late-comer, and any time spent settling them to the set tasks means all the other children in the class are disturbed and everyone's learning is affected.

Please make every effort to ensure that your child arrives at school promptly every day in future. Thank you for your co-operation in this matter.

Yours Sincerely,

Ms Emma Lofthouse
Headteacher