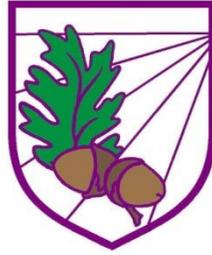


# Oak View Primary and Nursery School

Woods Avenue,  
Hatfield,  
Herts.  
AL10 8NW



Tel: 01707 280590

Fax: 01707 280599

e-mail: [admin@oakview.herts.sch.uk](mailto:admin@oakview.herts.sch.uk)

Headteacher: Yvonne Davis

8<sup>th</sup> October 2018

Dear Parent/Carer

## **Punctuality**

I write regarding the importance of your child arriving at school on time.

Firstly, may I thank all the parents/carers who do ensure their children arrive at school on time in readiness to start their day.

Unfortunately, this term we have seen a significant rise in the number of children arriving late for school. Lateness causes disruption for the other children in class and embarrassment for the child arriving late. It may also affect your child's learning and achievement since the beginning of many lessons are used to recap on previously learned materials and to introduce new topics. The child also misses out on the spiritual and social activities associated with assembly times.

With effect from **6<sup>th</sup> November 2018** we will be introducing a "Late Slip" system as a way of monitoring lateness to school. If a pupil arrives at school after the register has closed at 8.50am (8.30am for am nursery) they must to be signed in at the school office. If your child arrives after 9.20am this is marked as unauthorised absence. When the child is signed in the parent/carer will be passed a late slip. If you receive **4 or more** late slips in a half term we will write to you. If your child's punctuality does not improve you may be subject to a penalty notice.

We will be running 2 "Open Surgeries" for parents/carers who would like to discuss or need support to improve their child's punctuality. These will be held at

9.00am on Thursday 18<sup>th</sup> October

9.00am on Thursday 22<sup>nd</sup> November

Please also note that children arriving after 9.30am will only have the option of a school packed lunch.

Thank you for your cooperation and support.

Yours sincerely

Mrs Y Davis  
Headteacher



*Empowering skilful, independent learners for the future*