Dear Parents and Carers,
Re: The Importance of Arriving at School on Time

I trust this letter finds you well?

As you are aware, we are going to great lengths at Stoke Park to support students in having excellent attendance, as well as arriving to school on time. Arriving to school in a punctual manner means that students are able to fully engage in school life; are fully prepared for learning creating a sense of belonging to the school which is essential for pupils to thrive.

In essence, arriving on time helps pupils to establish positive routines, develop a sense of responsibility and make the most of the learning opportunities available to them. It also helps to prepare them for the expectations they will encounter in further education and later in the workplace. Furthermore, from a safeguarding perspective it is of upmost important that we know where your child is.

When pupils arrive late, they may miss important parts of the school day, including morning registration, key messages, enrichment opportunities and their Personal Development curriculum- which we are required to deliver from a legal standpoint, as well as inspirational Assemblies which ensure we are building our Stoke Park community. In Key Stage 4 is also a vital part of your child's progress as we offer further intervention and clear messaging around what is on the horizon for pupils who are working towards their GCSE examinations.

If students are not on time to school, this can leave them feeling unsettled, anxious or unprepared for their learning. Late arrivals can also disrupt lessons, interrupt the learning of others and affect the smooth running of the classroom.

Being on time has several important benefits for pupils:

- **A positive start to the day:** Pupils have time to settle into the classroom, organise their belongings and prepare for learning.
- **Improved learning opportunities:** Pupils are ready to learn from the beginning of lessons and are less likely to miss essential information.
- **Emotional well-being:** A calm and predictable start can help pupils feel more confident, secure and ready to engage with their learning.
- **Developing responsibility:** Regular punctuality encourages good habits, self-discipline and respect for the time of others.
- **Supporting the school community:** Arriving promptly helps lessons begin smoothly and ensures that all pupils have the best possible opportunity to succeed.

We recognise that occasional delays can occur due to unforeseen circumstances. However, we ask that every effort is made to ensure pupils arrive at school in good time and are ready to begin

learning at the expected start of the school day. We have unfortunately noticed repeat lates during this half term.

We would be grateful for your support in establishing consistent morning routines, allowing sufficient time for the journey to school and ensuring that your child arrives before the school day begins. If your family is experiencing difficulties that are affecting your child's punctuality, please contact the school so that we can discuss how best to support you.

By working together, we are *better together* and we can ensure that every pupil starts the day positively, maximises their learning opportunities and develops habits that will benefit them throughout their education and beyond.

Thank you for your continued support and cooperation. Please do not hesitate to contact the school and/or your Year team to discuss any of the above.

Yours Faithfully,

Mrs L Moroney