



Park Brow Primary School

Headteacher: Valmai Roberts

Broad Lane
Southdene, Kirkby
Liverpool L32 6QH

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Date: 15/01/2020

Punctuality

Dear Parents/Carers,

Punctuality is monitored each morning and recently there has been a rise in the number of pupils being late which is causing disruption to the office staff, teaching staff and the child.

We strive to improve our punctuality and will be exploring reasons for frequently late pupils during this half term, working together with parents to achieve better outcomes.

In order to do this as from Monday 20th January the procedures for children being brought into school late will be as follows:

- Child to be accompanied by the parent/carer to the main office.
- Office staff will direct the adult to one of the community rooms where Miss Casey will sign the pupil in & direct them to their classroom.
- Parent/carer will remain for a short discussion around reasons for the lateness and how this can be prevented in future.

We ask that any adult bringing a pupil into school late to remain patient with this process as you may be required to wait to be seen.

To avoid going through this process and delaying the start of your child's day please ensure your child is on the playground at 8:50am.

If there are any ongoing issues or concerns regarding your child's punctuality please contact a member of the Inclusion Team to arrange a meeting.

Yours Sincerely,

Miss V. Roberts
Head Teacher