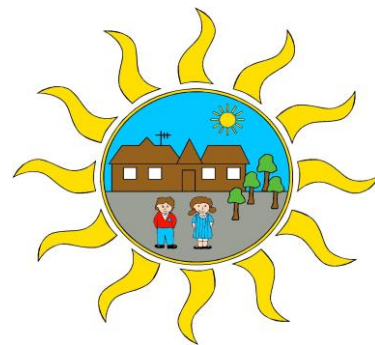


STEDHAM PRIMARY SCHOOL

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Headteacher
Mrs Sally Dreckmann

Tuesday 1st November 2016

Start of the School Day

Dear Parents,

As you know, our school day starts at 9am – that means at this time the children should be sat in their classes, being registered. Unfortunately, this is not happening. While I was prepared in September to make some allowances while the new pupils adjusted to coming into school, we are now entering November and so there are going to have to be some changes in order that we can meet our 9am start time.

The Walking Bus

The walking bus will leave the lay-by at 8.50am promptly (as it should always have done). We can no longer hang on for latecomers.

Blowing the whistle at the start of the day

The whistle is currently blown at 8.55am but this will now be slightly put back to just after 8.50am, in order to give the children time to get into the building, put away their belongings and get into their classrooms.

Parents in the building

While the majority of parents are now saying goodbye to their children on the playground, we still have parents coming into school each day and going up to the classrooms (in both Rabbits and Owls). Parents will no longer be permitted to come into school with their children and take them up to the classroom. It is unsettling for the children who are still feeling a bit 'wobbly' and it often interrupts the start of the day to have people coming into the room.

If you need to speak urgently to a class teacher, they are available to talk before the children come into school. Please do not try and talk to teachers once the children are lining up because they are trying to get the children in and ready to start at this point.

If you need to come into the school office after the whistle has blown, please wait until the children are in their classes because again, knowing their parent is in the building still means some children won't settle and want to go back to them.



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Lateness

There are a number of families who are regularly late for school. Our present system marks a child as late until 9.30am and then after that the absence becomes unauthorised. While I am sympathetic to the very occasional extenuating circumstance, lateness is not acceptable on a regular basis.

Therefore I will be changing the time when absence becomes unauthorised to 9.10am. In terms of what this means for you, if you accrue 10 unauthorised absences within a 10 week period, you will be referred to the Local Authority for consideration of a Fixed Penalty Notice. If a FPN is issued, the invoice will be for £120 (**for each parent for each child**) with 28 days to pay. If it is paid within the first 21 days the amount payable is reduced to £60 per parent per child.

Lateness is an issue for many reasons. A child coming into class late is less settled and has already often missed key information or learning which can wrong foot them for the rest of the day. Late children can also upset or disrupt the rest of the class, especially the children who find it difficult themselves to settle.

Having given you notice of the slight changes that we will be making, **these changes will start from Monday 7th November 2016**. Our first priority is always the children and we believe that tightening up the start of the school day will ensure better outcomes for them long term. I thank you in advance for your co-operation in this matter.

Yours sincerely

Sally Dreckmann