



**Pennine Way Primary School
Harraby Community Campus
Edgehill Road
Harraby
Carlisle
CA1 3SN**

**Head Teacher: Sue Blair
Deputy Head: Andrew Beattie
Assistant Head: Rachel Forster**

**Tel: 01228 598978
e-mail: office@pennineway.cumbria.sch.uk
website: www.pennineway.cumbria.sch.uk**

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Dear Parents/Carers,

Re: Punctuality

I am writing to remind you of Pennine Way School's policy about lateness.

Thankfully the large majority of our community respect the procedures and timings that we have in place and we thank you for helping us to help your child have a positive start to each day.

The law requires pupils to attend school regularly and this includes arriving on time each day.

When a pupil arrives late to school, there are many consequences:

- He or she misses out on essential instructions given at the beginning of lessons – in fact, arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson
- Children miss out on early bird maths, reading time or improvement / challenge time- these learning opportunities are to help your child make the best possible progress.

There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness you will receive a warning letter. After this, continued lateness could result in Penalty Notice (a £50-£100 fine) or a summons to Magistrate's Court.

If you have any concerns about your child's punctuality please talk to us.

Give your child the best possible chance to succeed – ensure they arrive on time each day!

Yours sincerely,

Sue Blair

Sue Blair
Headteacher

