

Cherry Lane Primary School

Sipson Road, West Drayton, Middlesex, UB7 9DL

Tel: 01895 444480 Fax: 01895 430296

Headteacher: Miss N Tranter

Email: admin@cherrylane.hillingdon.sch.uk Website: cherrylane.hillingdon.sch.uk



Punctuality

We would like to emphasise the importance of being in school on time, as there have been numerous incidents of some families routinely arriving at school at 9.00am or later and collecting their children at 3.30pm or later.

Punctuality is a social requirement, and therefore we expect our pupils to adhere to the school times. The Breakfast Club is open from **7.45am** and the playground is open at **8.30am**. It is important that **Key Stage 1 children are in their classrooms by 8.50am** for registration and **Key Stage 2 children are in their classrooms by 8.45am** for registration.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This can mean that they are often unsettled and confused about tasks, and their teacher will not always be able to explain missed work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We are required to monitor children's punctuality and attendance. **Ongoing lateness (after the class register has been taken) is classified as an unauthorised absence and may result in legal action.**

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you expect to arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to see **Miss Ryder, Attendance Officer.**