



Friday 6th October, 2023

Dear Thomas Fairchild Families,

Re: Attendance and punctuality

As you are aware, the better a pupil's attendance at school, the more likely they are to make progress with their learning, reaching the goals we set for them.

With this in mind, I wanted to bring to your attention that the school gates are opened each morning at **8.45am**. Our children are expected to be at school, ready to learn by **8.55am**. Any child who arrives at school after this time is considered to be late. The school gates close at **9.00am** punctually. At this time, school staff and leaders need to be in classrooms, teaching our children.

Pupils who arrive at school late miss the routine of starting school with their friends and the important messages and activities provided by their teachers to ensure they remember more and know key information and facts linked to their topics. This is when they work to complete their knowledge organisers and to answer questions about their current topics.

From Monday 9th October, any child who arrives late to school will be required to complete any missed learning tasks during their break or lunchtime. This means that any children arriving five minutes late will spend five minutes of their lunch break completing the activities they missed at the start of the school day. If a child arrives at school ten minutes late, then they will spend ten minutes of their lunch break completing their work. This will ensure that they do not fall behind on key learning.

With this in mind, we will always do our best to support families with their punctuality. We can offer support through breakfast club places or reminder phone calls to help families reach school on time. We do not want any of our children to miss important learning and our intention is to ensure that they do not miss out on any time in school.

As an incentive to further improve attendance, we will continue to run a **raffle** to award prizes to children with 100% attendance and punctuality. Each week names will be added to the raffle box, and at the end of each half term, names will be drawn and prize winners selected. Prizes include Kindles, cinema trips and bikes.

These are some of the few measures being taken by the team at Thomas Fairchild to boost attendance and punctuality. Thank you for your continued support.

Kind regards,

Matt Trahair
Headteacher

