



St Joseph's Catholic Primary School
Coast Road, Blackhall, Hartlepool, TS27 4HE
Tel/Fax: 0191 586 4308
Head Teacher: Mrs L Ashton
Chair of Governors: Mr P Francis



Thursday 25th April 2024

Dear Parents / Carers,

Re: Punctuality

We are writing to all children's families to emphasise the importance of being in school on time.

School starts at 8:55am every day. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. Their teacher will not always be able to re-explain work and this leaves children unsettled and confused about tasks.

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 that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies

We are required to monitor children's punctuality and attendance. On-going lateness will be classified as an unauthorised absence in line with guidance issued by the Department of Education.

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 will arrive.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies who have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to do so or telephone the Educational Welfare Service.

Please keep in mind that Breakfast Club is available to children from 7:30am Monday – Friday.

Thank you for your continued support,

Mrs Ashton
Executive Headteacher