



# WITTON MIDDLE SCHOOL

Old Coach Road, Droitwich Spa, Worcestershire WR9 8BD

Telephone: (01905) 773362

E-mail: [office@witton.worcs.sch.uk](mailto:office@witton.worcs.sch.uk)

Headteacher: Mrs Cath Crossley

28th January 2019

Dear Parents/Carers,

## Re: Punctuality

We are writing to our families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving at school at 8.45am and beyond. It is 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.

School starts at 8.25am every day. Children need to be in their class line at 8.30am so that they can start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks as their teacher will not always be able to re-explain work. Arriving 15 minutes late each day accumulates to 1 hour and 15 minutes of lost education per week, if this continues for 4 weeks it equates to missing school for an entire day. 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 are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act. High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action.

Whilst 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. However, 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.

Yours sincerely,

Cath Crossley  
Headteacher