

ESSEX COUNTY COUNCIL

CHIPPING HILL PRIMARY SCHOOL

Owers Road

Witham

Essex CM8 1FR

Executive Headteacher : Mr C. Jones

Head of School : Mrs N Robson

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Every day I will be thoughtful, caring and kind.

18th January 2023

Dear Parents and Carers

Punctuality

Firstly I would like to thank most of our parents and carers, for ensuring their children are in school for the new start time of 8.45am. Timings of the school day were changed to meet the new statutory Government requirement of 32 hours and 30 minutes per week.

Our teachers ensure that the registers are taken promptly in the mornings so that learning time is maximised each day. Just a reminder that classroom doors open at 8.35am.

We would like to emphasise the importance of being in school on time. **Since the start of the Spring term there have been over 100 occasions where children have arrived late to school.** Whilst we understand that on certain occasions lateness cannot be helped, we ask that persistent lateness is avoided. 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.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment through the school office.

Please keep in mind that Breakfast Club is available to children from 7.30am.

Yours sincerely

Mrs N Robson

Head of School

National Support School
designated by

