



Midsomer Norton Primary School

'Part of the Midsomer Norton Schools Partnership'

Head of School: **Ms Sarah Biss**
Executive Head: **Mr Alun Randell**

High Street
Midsomer Norton
Radstock BA3 2DR
Tel: 01761 412289
Fax 01761 415896

office@midsomernortonprimary.co.uk
www.midsomernortonprimary.co.uk

Attendance & Punctuality

23rd January 2024

Dear Parents and Carers,

Unfortunately, over the past weeks we have seen a significant increase in the number of children arriving late for school in the morning, as well as adults arriving late for collection at the end of the day.

There are also a number of children both arriving to and leaving school via the school office. Children should come in and leave through their appropriate door with their peers and **not** through the office unless by prior arrangement with Ms Biss.

The school office and reception area should only be used for collecting or dropping off children for appointments and for our office staff to deal with parent/carer queries. Children arriving and leaving through this area creates extra work for our office staff at already busy times of the day.

Children arriving late in the morning and not entering school with their peers is not the ideal start to their school day. They are often missing early morning activities (maths daily practice and reading) which can mean they are missing important learning opportunities.

Therefore we are writing to remind families of the timings and procedures for the start and end of the school day.

Arriving

Doors are open at 8.35am to allow children time to arrive in class for the start of learning. A member of staff will be present at each door to discuss any questions and take messages to class teachers. Children should enter through their Key Stage door from 8:35 until 8.45am, older siblings are welcome to enter with their younger siblings.

If, for unforeseen reasons, children are late and arrive after 8.45am, they should enter through the school office where they can be marked as present and late. Children should not enter school via the school office unless they are late.

Persistent lateness is monitored and families will be reminded and may be called in for a meeting if this is becoming problematic.

Collection

The school day ends at 3.15pm. Children are released from their relevant Key Stage door and older siblings should be sent to the classrooms of younger siblings for collection. Teachers are present at doors until 3.20pm. At 3.20pm children who have not been collected will be taken to After School Club where they are supervised by a member of ASC staff.

If you believe you are going to be late for pick up then please contact the school office so we can arrange for your child to go straight to After School Club at 3.15pm. If you are late for collection, please collect your children from the After School Club exit (top playground- down the stairs, little door to the right) and not from the office. This is to ensure that all children are adequately supervised at all times and handed over safely to their adult.

If you are more than 5 minutes late for collection please be aware that you may be charged for an After School Club session.

We hope this will improve the start and end to the school day for everyone. We are grateful for your cooperation and ongoing support.

Please don't hesitate to contact us if you have any questions,

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Biss', with a stylized flourish at the end.

Sarah Biss
Head of School