



ST. DUNSTAN'S

Punctuality Matters



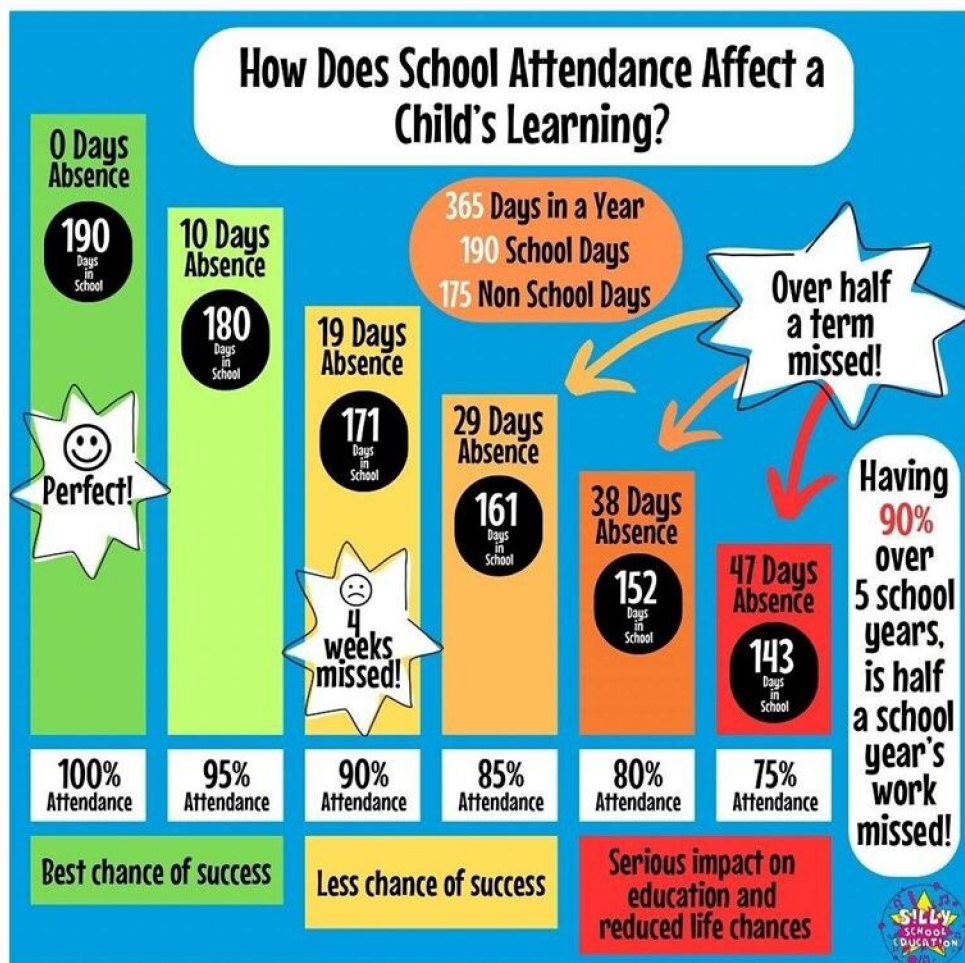
**Every second counts
Get up, get in, get on!**

**Why is it important to get your child to school
on time?**

Why is punctuality so important?

It is important to be in school on time, punctuality is linked with good attendance and forms good habits for your child's future. If your child misses the start of the school day, they will miss work and vital time with the class teacher. Important information about the day ahead is often shared with the class in the mornings. Your child may also miss the opportunity to socialise with their friends before settling down to a day of learning. Children arriving late into school often disrupt lessons, which can be embarrassing and upsetting for the child.

Did you know that being 15 minutes late each morning means that your child is missing the equivalent of 10 days off school per year?



What to do if your child is late

If you know your child is going to be late for school, you should:

- Ring school at the earliest opportunity to let them know.
- Upon arriving at school you will need to take your child into the office (do not drop them for them to walk in alone) as you will need to fill in the reason for being late on the screen as directed by office staff.

Our Registration Procedure

The school day starts at 8.55am and children are expected to be in class at that time.

Any child arriving later than 8.55am will be given a late mark.

The register closes at 9.15am and any child arriving after that time will be given a "U" code, this code is classed as an absent code and will affect your child's attendance. Several unauthorised marks may result on legal action being taken against you.

School's next step

If your child is persistently late, you will be contacted by the school and invited in to meet a member of school staff to see how this can be improved. Support will be offered to both parents and children as required.

If, after support is offered and provided there is not an improvement, you may be referred to Surrey County Council's Inclusion Officer.

Give your child the best opportunities and the best start.

Top tip for parents:

- Help by packing school bags the night before and getting uniform ready
- Make sure you know how long your journey takes you, if there is bad weather or road works, leave slightly earlier.
- Ensure your child has a good bedtime routine so they get plenty of rest and don't struggle to get out of bed in the mornings. Primary school children need an average of 10-12 hours of sleep each night.
- Make time for breakfast before leaving for school
- Contact school if there are any issues impacting on your ability to get your child to school on time
- Aim to get to school 10 minutes before the final bell goes
- Invest in a reliable alarm clock
- Have a back-up plan in place for getting your child to school, ask friends or family if they can help out in emergencies

Get them to school...on time, every day!

