



Part of PACE Academy Trust  
**New Valley Primary School**

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Dear Parents & Carers

Firstly, I am writing to thank all of you who make the effort to get your children to school on time every day. **Children can come into class from 8.40am every day, and this is the best way to make the most of their school day. And as long as they are in their classrooms, ready to start their day's learning, by 8.55, that is fine.**

If they arrive later than 8.55, you should take them to the main school office, where you will sign them in and explain the reason for their lateness. **If they are late, please do not leave them at the gate or door; you must come into the office and speak to one of the team.**

**Punctuality is important.** Being on time every day is a very good habit for your children to get into, and one that will help them as they go through school and out into the wider world.

If your child is 5 minutes late every day, they will miss nearly 16 hours of learning across a year. And if they are late by 20 minutes each day, that is over 60 hours of lost learning time, which is more than two weeks out of school. **This will lead to gaps in their learning which will significantly affect their success at school.**

**And lateness isn't just a problem for your child – it disrupts the learning of every other child in their class.** Every time a teacher has to explain work or help a late child to catch up, that teacher isn't doing their core job of teaching the rest of their class.

We understand that anybody can occasionally be late; we all have days where unexpected things come up, and I know that you can't control traffic or buses. But for most people, most of the time, there is no real excuse for lateness; and we know this is true, because most of you do get your children here on time every day.

Just like with attendance, it is never too late to make a change and to take responsibility for improving punctuality, for your own child's good, and for the good of all other children at New Valley.

Thank you.

*Pete Steward*

Pete Steward  
Headteacher



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