



**Brockley Primary School, Clowne Rd, Shuttlewood, Chesterfield, S44 6AF**

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**Punctuality – Being on time ‘The Brockley Way!’**

Dear Parent/Carer,

I am writing to remind you of Brockley Primary School's policy about lateness.

The law requires pupils to attend school regularly and this includes arriving on time each day and as a parent or carer it is your responsibility to ensure that your child arrives promptly for registration.

There are very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness you will receive a warning letter. After this, continued lateness **could result in the issue of a Penalty Notice (a £60-£120 fine) or a summons to the Magistrates' Court.**

When a pupil arrives late to school, there are many other consequences:

- He or she misses out on essential instructions given at the beginning of lessons, in fact, arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year.
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out as the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson.

If you have any concerns about your child's punctuality please talk to us.

Give your child the best possible chance to succeed – ensure they arrive on time each day!

Yours sincerely,

Caroline Rodgers

Headteacher

[www.brockley.derbyshire.sch.uk](http://www.brockley.derbyshire.sch.uk)