

Mrs C Oldham

Dear Parents/Carers,

As you are all aware, we decided to trial a different morning routine with our children over the last couple of weeks to ensure that they are all ready to learn at 8.55am. This was due to rising concerns about the punctuality of numerous children and the impact this was having on learning and attendance figures. We also had concerns because several children, particularly in Key Stage 2 were coming into school on their own and spending unsupervised time in the cloakrooms and or toilets.

I must apologise sincerely for the lack of communication from the school regarding this matter when it was initially proposed. I had expected it to be communicated to parents via the school newsletter however this did not happen. I understand how frustrating this must have been for all of our parents.

Subsequently, there has been some confusion over timings-and-we acknowledge this has not been working how we had envisaged. We have discussed the issue with governors and moving forward with immediate effect;

- all children need to be ready to line up in the playground with their class teacher at **8.45am** prompt.
- staff will be present at this time and that you will not be left waiting after this time; which I understand can have implications on your own personal time and getting to work. Once the class teacher is present, you can leave your child as they will now be the class teacher's responsibility.
- Once the class has been taken into school, the external classroom doors will be locked at 8.55am
- If you arrive after this time, you will have to bring your child to the main school office.
- Please note that the class register will be taken at 8.55am prompt – your child will be marked as late if they are not present at that time.

8.45am has always been the start time for Cogenhoe Primary School, so hopefully this shouldn't be too much of a change. We are simply tightening our procedures to ensure that all children are in class at the same time and to reduce the disruption caused by children trickling in after that time.

Lastly, I wish to personally apologise once again for this disruption and to thank you all for your support and understanding regarding this matter. Please be assured that we always have the children at the heart of any decision that we make and continually strive to ensure that we work in partnership with all of our families.

Kind regards,

Mrs Oldham

Headteacher

