



St Vincent's Catholic Primary School

THE IMPORTANCE OF BEING PUNCTUAL

HOW TO GET TO SCHOOL ON TIME

Encourage your children to go to bed early. We recommend that children go to bed by 8pm every night. Before the children go to bed, ensure they have left their uniform and book bag ready for the next morning. Get up early so that you and the children have time for breakfast.

Leave your home on time and remember to bring everything they need of that day- book bag, packed lunch, P.E. kit. Forgetting things at home will delay you unnecessarily. If you can, walk to school. If you need to catch a bus or drive, leave earlier to miss the rush hour traffic and arrive at school on time.

THE IMPORTANCE OF BEING ON TIME FOR SCHOOL

When children are late, lessons are disrupted for them and their peers. Children have stay in at playtime to catch up on the reading and learning that they missed by being late.

When children are late, they miss the introduction to the day and that lesson. As a result they can feel upset and confused.

Children who are regularly late, often feel like 'the odd one out'. This can affect their self-esteem and ability to learn. Children with low self-esteem find it harder to learn and to make friends.

WHAT HAPPENS IF A CHILD IS OFTEN LATE

Late arrivals are recorded in the late book with their arrival time and the reason for their lateness. They are also marked in as late in the schools official register. A late arrival after 9:10a.m. is marked as an unauthorised absence.

If the register shows that lateness had become a problem for the child, the Headteacher will write to their parent/carer to express her concern and to ask them to improve punctuality.

If the problem continues the parent/carer will be asked to meet the Headteacher to discuss the reasons for the lateness and find out possible solutions to this problem. The Headteacher will also speak to the child and target them with sticker rewards.

If there is still no improvement the family will be referred to the Westminster Attendance Team or Early Help Service.

If despite everyone's efforts, a child still continues to be late then the Education Authority may need to take legal action against the parent/carer. If that is the case they could go to court, or be fined. We hope that this never happens to anyone at St Vincent's Catholic Primary School.

PUNCTUALITY AWARDS

The school appreciate that being on time requires effort from both parents and children. The school would like to thank in advance all parents and children who are coming to school on time every day and trying really hard, whatever the weather.

A weekly punctuality graph is produced which is shown at assembly. The class with the best punctuality record is rewarded with a trophy.

At the end of the half term the class who have least number of lates is rewarded with a class prize. Individuals are targeted with stickers to celebrate improvement and pupils with perfect punctuality receive a certificate at the end of each term.

Together through Christ we grow and learn