

Dear Parents/Carers,

Important Update Regarding Morning Drop-Off and Attendance

The school day officially begins with the first lesson at **9:05 AM**. However, we have observed an increasing number of children arriving at their classrooms significantly after this time, often after the register has closed and the first lesson is already underway.

Every minute counts, and these late arrivals are resulting in significant **lost learning time**. To ensure all children begin their learning promptly and settled, we are implementing a firmer boundary for morning arrival.

From Tuesday 6th January 2026, the school gate will operate under the following schedule:

- **Gate Opens 08:45 AM**
- **Gate Closes 09:00 AM**

We strongly encourage all parents to utilize the **08:45 AM soft start approach** to drop off your child/children. This ensures they have time to be **settled and ready** in class well before the register closes and the first lesson begins at 9:05 AM.

Any pupil arriving after the gate closes at **09:00 AM** you will need to drop off your child/dren to a member of the admin team in the hall. **Persistent lateness will be monitored by the attendance team.**

We believe this adjustment is a vital step in maintaining high standards of attendance and maximizing the precious learning time available to every child.

Thank you for your continued partnership and cooperation in helping your child start every day on time and ready to learn.

Yours faithfully,



Tahreena Ward
Principal