



Happiness
Esteem
Achievement
Responsibility and Respect
Truth
Spirituality and Service



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The Boulevard, Rochford, Essex. SS4 1QF
Head of school: Mrs Eileen Thorn

Dear Parents / Carers,

As you already know, we are working hard to improve our school attendance so that it meets our target of 97% each week. We are currently focussing on children who are arriving late to school on a regular basis.

Arriving late to school on the odd occasion sometimes cannot be helped and as a school we understand this. However, we are finding that there are a number of children who continue to arrive late every day. Monitoring has shown that being late can have a huge impact on how a child begins their school day and in turn, their attainment and progress. 10 mins late every day adds up to 50 mins learning time lost per week, 5hrs per half term, 30 hrs per year which is the same as a whole week off school!

We are therefore introducing a new 'Late Protocol'. This will take effect from **Monday 24th April**. Please see below:

- 8.40am Early Start with Early Morning work, reading and interventions
- 8.50am Registers open.
- 9.00am Registers Close
- 1st- 3rd late - pink strip.
- 4th late onwards - red strip.
- 3 red strips - call from Head of School.
- 5 red strips - child to attend 'catch up' session at break time to catch up with work missed that day.
- Everyday thereafter late that half term, child to go to 'catch up club' at break time.
- 10 lates - meeting with the Head of School. Action plan to be completed with target for punctuality. Child to miss lunch time to catch up.

Thank you for your continued support.
Yours sincerely,

Mrs Thorn