



Punctuality

I would like to give more information and to emphasise the importance of being in school on time. Recently we have seen an increased number of families routinely arriving at school after 8.50am and/or collecting their child after 3.10pm. At Russell Hall, we are very supportive and sympathetic to all types of family situations which may have an impact on the way your day runs. If you are experiencing difficulties (either one-off or longer term) please do not hesitate to contact us.

School starts at 8.50am every day. Children need to be in their class line in the playground at 8.50am, so that they can be collected by their teacher and taken up to their classroom and start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain tasks. Children have reported that arriving late can cause them embarrassment when entering the class and disrupting an already settled classroom.

It is essential that you ensure your child arrives at school on time to prevent disruption to your child's own learning and that of others. Arriving late for school also affects them socially as they can feel isolated within their friendship groups.

It is very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill which they need to develop whilst they are young.

We will continue to focus on this area with children through class work and school assemblies.

We are required by the Local Authority to monitor children's punctuality, attendance and on-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies, which have a duty to investigate further and could result in legal action being taken against you.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us. When you arrive, you will need to sign your child into school and state the reason for lateness.

Children must be collected from school at 3.20pm. If you are going to be late, someone else is collecting your child or if your child can walk home by themselves (year 6 only), please telephone school, as soon as possible on the day.

Punctuality also applies when collecting your child from an after school club. Therefore, if a club finishes at 4pm, then you are expected to be in the playground ready to collect your child at 4pm. We do not have the capacity to supervise children after this time.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment with Mrs Hargrave (Family and Pupil Liaison Officer) where this can be discussed and support can be offered.