

# Amble Links Primary School

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## Pupil Lateness Reminder

Dear ,

As you will be aware, we have been working hard as a school to improve the punctuality of our pupils. This is part of the ongoing work we do to encourage children to be responsible and prepare them for their next stages of education. It is also important that children have a good start to their learning each day as part of a settled routine. We often find that children arriving late do not settle into their learning as well as others.

**I am writing to you because (name of child) has been recorded as being late to school on (number) occasions this term.**

**Please note that school starts at 8.30am for children in Key Stage 2 and 8.40am for children in Nursery, Reception and Key Stage 1.**

In previous years we have been particularly successful in improving the punctuality of our pupils and hope to continue that this year.

Please don't hesitate to get in touch if you would like to discuss this further.

Yours sincerely,

Headteacher