

What do I do if my child is late for school?

If you know in advance that your child will be late due to an appointment, please let the school know the day before.

If you are held up on the way to school, please telephone the school office to let us know as soon as possible.

**Please note: the “Late Book” is a legal document, and as such a full explanation for being late is needed.
“Late” is not enough detail.**

ALFRED STREET JUNIOR SCHOOL

*We value the importance of communication between home and school.
If you are having difficulty getting your child to school, please talk to your class teacher, the Head Teacher or Wendy Watts —your Family Support Worker.*

CONTACT DETAILS

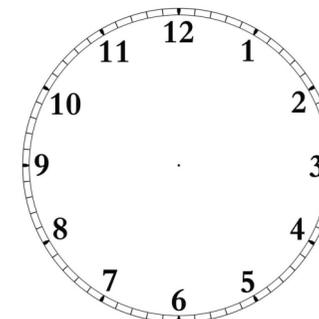
Mrs Wendy Watts
Family Support Worker
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01933 353762

ALFRED STREET JUNIOR SCHOOL



Punctuality
Every second counts!



**Give your child the best opportunity to learn.
Get them to school...
ON TIME! EVERY DAY!**

Why is punctuality important?

Punctuality is linked to good Attendance; good attendees achieve more and are more self-confident.

5 minutes late every day = 3 days missed per year

10 minutes late every day = 6 days missed per year

20 minutes late every day = 12 days missed per year

30 minutes late every day = 18 days missed per year

Being on time ensures your child doesn't miss the introduction to the day.

It sets them up for their future working life.

If your child arrives after the register Closes, it counts as an unauthorised absence and will show on your child's attendance record.

Tips to get your child to school on time

1. **Ensure your child gets enough sleep.**
2. **Lay out uniform the night before.**
3. **Prepare lunch boxes the night before.**
4. **Check book bags for letters and mark dates on the calendar.**
5. **Check the calendar the night before.**
6. **Keep breakfast simple or why not join our breakfast club?**
7. **In case you don't have time for breakfast, doing hair etc, put together an emergency pack. Include cereal bars, water, coins, hairbrush/bands, wipes/tissues. Grab it on the way out of the door!**
8. **Check the weather forecast the night before and prepare accordingly - wellies or sun hat?**
9. **Avoid putting on the TV!**
10. **Keep calm! If you get stressed, so will the children.**

TICK TOCK!

Doors open— 8.45am

Doors locked— 8.55 am

School starts—9.00am

Register closes—9.10am

If your child arrives after the register closes it will be marked as an unauthorised absence.

Don't forget:

10 minutes late
each day = 33
hours lost in a year

