

**Catrine Primary School  
& Early Childhood Centre**

Head Teacher: Mrs Judith Govans

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Our Ref: JG/MM

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Dear Parent/Carer

**Attendance and Late-coming**

We're at the start of another busy term, and are looking forward to lots of exciting learning opportunities in every class.

However, our learning is being disrupted on a daily basis due to the amount of children who are coming into school late, after the bell has rung at 9.00am.

One day this week, for instance, we had 19 children coming into school late, between 9.10 am and 10.20am. I appreciate that mornings are very busy times in families, and that everyone can have days when things go wrong, but there are some children who are late nearly every single morning.

Coming into school late disrupts the learning of others – the teacher has already started the lesson, other pupils are working and latecomers are missing out on important teaching elements of their learning sessions.

I will be monitoring the situation and will be in touch with parents/carers of children who are consistently late to see what we can do to improve the timekeeping of some of our pupils. I appreciate your support in this matter.

Also, can I remind parents/carers that they **must contact the school before 9.15am** if their child will not be attending school? It is really important that we know why children are absent.

If you know your child is going to be absent from school on particular days/dates, we must receive notification of this **in writing** please. Again, we need to be kept informed as to why children are not in school – it is an authority requirement that parents/carers inform the school.

Please contact the school if you would like to discuss any of the matters highlighted above, and I thank you for your continued support.

Yours faithfully



**Judith Govans  
HEAD TEACHER**

