



Butterwick Pinchbeck's Endowed  
Church of England (Aided) Primary School  
School Lane  
Butterwick  
Boston  
Lincolnshire  
PE22 OHU

Headteacher: Mrs S Towers  
Telephone/Fax: (01205) 760256  
email: [enquiries@butterwick.lincs.sch.uk](mailto:enquiries@butterwick.lincs.sch.uk)

Friday 8<sup>th</sup> January 2016

Dear parent/ carer

We are writing to all parents as we have noticed a significant rise in lateness.

**The school day officially starts at 8.55am where registers are taken. However school doors open at 8.50am to allow children to settle into class before the register is taken.**

**Due to the rise in lateness, starting Monday 11<sup>th</sup> January 2016, the school gate will be closing at 8.55am. Any child arriving after this time must be accompanied by their parents to the school office, where the late book is to be completed.**

The first ten minutes of the school day are vital to your child's education as specific activities are planned for them in this time e.g. Maths and English. If a child arrives late by ten minutes every day over the school year this equates to 6 ½ school days being lost.

It is a parent's responsibility to ensure their child arrives to school on time each day. When a child arrives late regularly, their academic progress can be affected. Poor punctuality can also cause social disruption, as children may feel uncomfortable or embarrassed arriving to the classroom late. Good punctuality however, sets the foundations for a successful adult working life.

We appreciate your cooperation in this matter and if you have any questions please feel free to contact us directly.

Emily Cannon  
Learning Mentors.

Beth Evans