

ST. JOHN'S CATHOLIC PRIMARY SCHOOL



Executive Headteacher: *Mr C Davey*
Chair of Governors: *Dr J McNeill*

**FOUNTAINS ROAD
KIRKDALE
L4 1UN**
Tel: 0151-922-1924/3106
Email: ao@stjohnsprimaryschool.com
Website: www.stjohnskirkdale.co.uk

12th January 2026

Re: Punctuality.

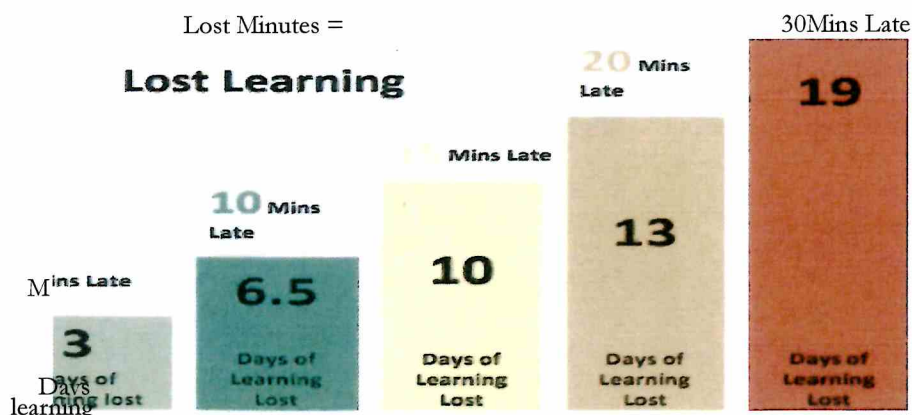
Dear Parents/Carers,

As well as attendance, school is required to monitor children's punctuality. With your support, we have already made great progress with our attendance and we would ask that you extend this support for punctuality. We will be following procedures for punctuality, just as we do with attendance, such as letters, text messages and you may be invited in for a meeting with school if your child is persistently late.

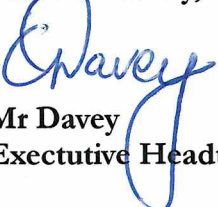
We are therefore writing to you to emphasise the importance of attending school every day on time and we ask for your support within this. If your child is late regularly, this can have a detrimental impact on their learning: lost minutes in the school day can equate to a significant amount of days. It can also be unsettling and also upsetting for your child to arrive in the classroom later when the other children have already started their lessons. Obviously, it is very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

We do 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 will arrive.

A reminder that the school day begins at 8.45am. Children need to be in their class lines on the playground before this time so that they are able to start their lessons promptly in their classrooms.



Yours Sincerely,


Mr Davey
Executive Headteacher



Claire Robinson
Attendance and Punctuality Officer