

Being on time

Education Welfare Service



- Find out when you need to be at your school.
- Find out how long it will take to get there.
- Organise everything the night before. Don't leave it to the last minute to find your homework or PE kit.
- Set your alarm clock on.
- Leave in good time.
- Go directly to school. Don't visit the shop if you are running late.
- If you are late, apologise.

Checklist



Dear Parents / Carers

It is very important for your children that they attend school regularly and on time, but it is not always possible for them to do so without your help.

As parents, you know that school starts at ----- a.m. sharp, and it is expected that your children will be in the playground waiting to be collected by their class teacher five minutes before school starts.

Please note that the first ten minutes of school time are very important for your child, because during this period the teacher talks about the plan for the rest of the day, and if children miss this vital time they may become upset, unhappy and confused. This can affect a child's learning and progress in school.

We hope that you will ensure that your children are at school on time, every day.

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How to contact us

You may telephone and make an appointment to come to our office and speak to a duty officer. The Headteacher at your child's school can give you the name of the education welfare officer for the school whom you may also contact on 020 7974 7162.

If you would like this leaflet in large print, Braille, on audiotape or in another language please contact:

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