



# Knights Enham Schools

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**Headteacher: Mr D Whitehouse BA(Hons)**

Dear Parent/Carer,

## Re: Punctuality and Collection Times

We are writing to express our concerns around the growing number of pupils arriving late to school each day. Being on time is not only essential for your child's learning, but also helps them to start the day calmly and feel settled with their peers.

As a reminder, all children must be in class by **8:55am**, so that the register can be taken promptly by **9:00am**. Arriving late means that your child misses important learning at the start of the day and causes disruption for the rest of the class.

If you are finding mornings challenging, we would like to remind you that we offer a **Breakfast Club** from **8:00am** at a cost of **£4 per day**. This is a helpful option for many families and ensures your child has a positive, punctual start to the day.

We also provide an **After School Club**, which runs until **5:00pm**, starting from **£6 per session**. Please be aware that **children not collected by 3:30pm** will automatically be placed in After School Club, and the **family will be charged accordingly**.

We appreciate that occasional lateness or delays can happen, but regular punctuality is vital to your child's success and wellbeing. Thank you for your continued support in helping us provide a calm, structured learning environment for all our pupils.

If you have any questions or would like support with morning routines or wraparound care, please don't hesitate to contact the school office.

Kind regards,

Daniel Whitehouse  
(Headteacher)

### At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

