



# BOLNEY C.E.P. SCHOOL

Church Lane, Bolney, Haywards Heath, West Sussex RH17 5QP  
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Be the Best You Can,  
Guided by God

**Headteacher: Mrs Lorraine Kenny, BEd Hons, NPQH**

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Dear parents of Name ,

I am concerned to note that Name has been arriving late for school recently. According to our records, your child has been late..... times this week/fortnight and no satisfactory explanations were given.

School starts at 9am, and children can enter their classroom from 8:45am. You will appreciate that regular lateness adversely affects not only your own son/daughter's education, but disrupts other children's learning too. When a child arrives late he/she misses the introduction to the lesson, when previous learning is revisited and objectives and activities are explained. The teacher cannot repeat the full introduction for the late-comer, and any time spent settling him/her to the set tasks means all the other children in the class are disturbed and everyone's learning is affected.

Please make every effort to ensure that your son/daughter arrives at school promptly every day in future. Thank you for your co-operation in this matter.

Yours Sincerely,

Mrs Lorraine Kenny  
Headteacher