



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

2nd July 2009

Dear Parents / Carers

It has come to my notice that an increasing number of Foundation and KS1 children are arriving at school after 8.50am, which is when the teachers collect their classes from the playground.

The system we have in place to register children who arrive after the classroom doors have been closed is essential;

- to allow teachers to register their class and ensure they are ready for assembly at 9.00am, without being interrupted by late arrivals,
- to ensure *all* children are accounted for in case of a school evacuation,
- to ensure the dinner registers are correct and all children who require a school meal are provided for.

This system was originally put in place for children who are occasionally, unavoidably late. **There are far too many children regularly being booked in late** – so much so that there is often a queue which, in turn, makes them even later and takes up valuable Teaching Assistant time.

Please ensure that your priority in the morning is that your child is on the playground by 8.50am, ready to line up and be collected by their teacher, so that they can be registered and in assembly at 9.00am. **Assembly is something that children are expected to attend by law on a daily basis.**

If you have a problem with arriving on time in the mornings, please speak either with your class teacher or myself so that we can work together to help you.

Yours sincerely

Robert Staples
HEADTEACHER