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Dear Parents and Carers,

Friday 24<sup>th</sup> March 2023

## **Re: Proposal to change time for start of the school day**

As part of a package of reforms announced by the government aimed at raising standards, all schools in England are to ensure they offer a minimum of 32.5 hours.

Currently, the start and end of the school day at Coxheath ensures that children are receiving the minimum requirement. However, our gate opening and closing times do not always allow children to be in class ready to learn for the start of the school day. As you are aware, the main gate is closed at 8:50 and our register officially opens at 8:50. These timings do not factor in the travel time from the main gate to the classroom. Those who arrive at 8:50 can take 5-10 minutes to get to class and be ready to start learning. Children who arrive late, take even longer to get to class and often miss the start of the lessons.

With this in mind, we intend to make a slight adjustment to the gate opening times at the start of the school day. The following will apply from term 5.

**8:35: Gates/classroom doors open**

**8:40: Register opens**

**8:45: Gates close**

**9:00: Register closes**

**3:05: Gates open**

**3:10: End of the school for KS1**

**3:15: End of day for KS2**



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It is incredibly important that children arrive to school on time. We fully appreciate that getting children ready for school and out of the house is challenging and some days it just does not go to plan. However, there are a significant number of children who are persistently late. The law treats persistent lateness in the same way as irregular attendance and parents may be prosecuted by the local authority if late arrival is not resolved.

Minutes late per day during the school year	Equals days' worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed having to enter the class where children have started their lesson.
- Missing the beginning of vital lessons and falling behind with their learning. This not only impacts on the child arriving late but the other children in the class. The teacher has to try and reteach that part of the lesson, taking them away from the rest of the class.
- Missing important instructions for the rest of the school day.



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If your child arrives at school after 8.45am when the gates are closed, your child will be signed in via the main reception where the time and reason for lateness will be recorded. This will be logged and monitored by our attendance officer and senior leadership team. If there is no improvement, you will be invited into school to meet with the Headteacher/Deputy Headteacher. Your child will be recorded with a U code if they arrive after 9:00am as the register has closed. This will be deemed as an unauthorised absence. Ten unauthorised absences due to lateness may lead to a penalty notice being issued by Kent County Council.

We hope the slight adjustments to the school day will ensure that all children get the most out of the school day and the excellent opportunities they are offered.

Once again, thank you for your cooperation and please do not hesitate to contact myself or a member of the leadership team if you would like to discuss it further.

Regards

Giacomo Mazza

Headteacher