ST ALPHEGE CE INFANT SCHOOL

Executive Head: Mrs Liz Thomas-Friend, Head of School: Mrs Jacqui Spinks,
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19th November 2026

Dear Families,

Re: Improving School Punctuality and Morning Routines

We are committed to giving every child the very best start to their school day. Since half term, we have seen a stark increase in the numbers of children arriving at school late each day and want to take this opportunity to remind everyone of the importance of arriving at school on time and to outline our morning routine.

Why Punctuality Matters

Arriving on time sets a positive tone for the day for everyone. When children arrive late, they often miss key instructions and learning, morning registration, and settling-in activities, which help them to feel settled and ready for learning. Late arrivals also disrupt the learning environment for the rest of the class who have already started their lessons and put a great deal of additional pressure on our office staff at this very busy time of day. For example, this week, we are averaging 22 children each day who have arrived late to school, which is very disruptive.

Over a school year, losing just a few minutes each morning adds up quickly:

- **5 minutes late** each day equals **3 full school days** lost a year.
- **15 minutes late** each day equals **2 full weeks** of learning lost a year.
- **30 minutes late** each day equals **1 full month** of learning lost a year.

Our Morning Schedule

To ensure a smooth start for everyone, please note our daily timings:

- **Doors Open:** 8:35am
- **Registration & Lessons Begin:** 8:45am
- **Gates and Classroom Doors Close:** 8:45am
- **Late Mark Applied:** Any child arriving after 8:45am must sign in at the main school office and will receive a late mark (L).
- **Unauthorised Absence:** In line with Department for Education guidelines, arrivals after the register closes at 9:15am are recorded as an unauthorised absence (U) for the morning session, unless there is a valid medical or emergency reason.

School Lunches

If you know that you are running late and are going to arrive after 9.15am we ask that you call the school office and book your child's school lunch for the day. To enable our school kitchen to provide enough school dinners for our children, all orders need to be placed by 9.30am. It is very difficult to provide a school lunch after this time if you have not informed us.

How We Can Support You

We understand that occasional traffic, transport delays, or unexpected family emergencies happen. However, if you are finding the morning routine consistently challenging, please reach out to us. Ms Strike our Inclusion Lead is happy to talk through any barriers you may be facing and help find practical solutions. Thank you for your continued support in helping our children to make the most of every learning opportunity and flourish during their time in school.

Yours sincerely,



Jacqui Spinks
Head of School