



Scargill CE Primary School
Beech Lane
West Hallam
ILKESTON
DE7 6GU

Head of School Mrs S Hallsworth
Executive Head Mr M Hetherington

Tel 0115 9320005
Email: info@scargill.derbyshire.sch.uk
Website: www.scargill.derbyshire.sch.uk

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Dear Parents/Carers,

As you have probably noticed, Mr Hetherington and I have been welcoming children and parents on the playground in the morning. It has been brought to our attention that some children are arriving late. I feel it is necessary to ensure all parents/carers are clear about the expectations of when children should arrive at school.

8.45 – Mr Hunt (Caretaker) opens the gates onto the playground. Children walk into school, hang coats and bags in the cloakroom and go straight to class to complete a learning focused morning task.

8.55 – Start of the school day. Children should be in class. Teachers will take the register.

9.00 – Playground gates are locked. Any children arriving after Mr Hunt has locked the gate must enter school through the main reception. Children arriving through reception will be recorded on the register as late.

For safeguarding reasons, it is very important that you inform school immediately of any child absence. Please ring the school office on the above phone number. Often the phone lines are busy, so please leave a message stating your child's name, class and reason for absence.

It is essential that children arrive to school on time. If parents follow the above information, it will reduce the interruption currently caused by lateness to teaching and learning at the start of the day. I'm certain this will have a positive impact on the learning of all children.

Thank you in anticipation of your support with this matter.

Sarah Hallsworth
Head of School