



Dear Parents and Carers

Thursday 21st November 2019.

Morning routines at Hampton Infant School and Nursery.

Good attendance and punctuality are key to children's attainment in school and I'm pleased to see that attendance and punctuality across Hampton Primary Partnership is good. If children are regularly late for school they are missing an important part of their day which is difficult to catch up and as a school we have been really focused on improving punctuality this term.

I have outlined below the morning routine to ensure this is clear for all our families.

Nursery

Please enter Nursery via the Nursery gate, if your child is late and the gate has closed, please go to the main school office.

Reception and Key Stage 1.

This term we have been trialling a soft start across all year groups, this means that all the children can come into school between 8.40am and 8.50am and quickly begin their learning. This has been very successful with children, parents and staff who have all reported a much calmer and productive start to the school day.

By 8.50 the registers in the classroom have been completed and the teachers have begun teaching the children. As a result they are not able to interrupt the teaching to greet children at the back door of the school who are a few minutes late.

The gate on Priory Road will close at 8.50am and the Ripley Road gate will then remain open but only for parents and carers to leave the school site.

If you arrive at the school gate after 8.50am, you will be directed to the main school office to enter the school that way, this is to ensure that all children get marked on the register, your child will be given a card to give to their teacher so their teacher knows they have been marked on the register.

Children arriving at the school office between 8.50am and 8.55am will be given a card but will not be marked as late on the register. Children arriving from 8.55am to 9.20am will be marked as late.

For those parents who have to drop at HJS in the morning, I would like to remind you that the junior school playground is staffed from 8.30am and you are able to drop the children before walking to HISN.

Arriving in good time for school ensures the children have a calm start to their day and are able to settle into their morning routine.

Thank you for your continued support in this matter

Yours sincerely

Ms H Lockey

Executive Head Teacher