

Executive Headteacher: Daniel Callaghan



Haxey Church of England Primary Academy

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St Martin's Church of England Primary Academy

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West Butterwick Church of England Primary Academy

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Thursday 10 September 2026

Punctuality

Dear families

In order to ensure a smooth start to the school day and to minimize disruption, we kindly remind you that it is essential that **all pupils** are in school **before** the start of the day at **8.45am**. Gates are always open by 8.30am, with doors opening at **8.40am**. This allows our teachers to begin their lessons promptly, and ensures that no learning time is wasted. Learning activities ('skills and drills') commence at 8.40am as children arrive in school, ensuring that every minute counts before and including registration at **8.45am**.

When pupils arriving late, this results in valuable learning time being lost. We understand that unforeseen circumstances can occur rarely, but it is crucial that we emphasize the impact of walking into the classroom late on both academic progress and the emotional well-being of our pupils. Schools **starts** at **8.45am** and therefore pupils should be in school **before** this time.

Doors and gates will close **promptly at 8.45am**. If your child arrives after this time, please accompany them to the school office to sign them in. We will be closely monitoring lateness and will follow up with individual phone calls, letters and meetings where appropriate to address any recurring issues. Our aim is to support all families in ensuring children arrive on time and ready to learn. If you are facing challenges in getting your child to school on time, please do not hesitate to get in touch with school. We are here to help and support you in any way we can.

Thank you for your understanding and support with this matter.

Kind regards

A handwritten signature in black ink, appearing to read 'D Callaghan', with a long horizontal line extending to the right.

Mr D Callaghan
Executive Headteacher