



St Nicholas Primary School

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Executive Headteacher: Mrs S Waller

Head of School: Mrs S Leaf

Early Bird Week – 25th November 2024

Dear Parent/Carers

I am writing to address an important matter concerning punctuality at school. Ensuring children arrive on time is essential for them to start their day settled and ready to learn, as even a few minutes' delay can impact the flow of their morning routine.

Some key messages about coming to school on time:

School starts at 8.50am. Classroom doors are open from **8:45am** to allow children to settle ready for the school day to start. The children can come into school via their external doors from that time.

Please make sure you give yourselves plenty of time to travel, including time to park safely if you come by car.

Children don't like being late as they miss the start of a lesson, they sometimes feel embarrassed and they miss out on finding about what they are learning.

To promote and encourage punctual arrivals, we are excited to announce *Early Bird Week*, which will begin on **Monday, 25th November**, and continue throughout the entire week. During this week, all children who arrive by **8:50 am** each day will receive a stamp on their reward card. These stamps will be recorded daily, serving as a fun way to track their punctuality.

Here's what you need to know:

- **Early Bird Week** will run from **Monday, 25th November to Friday, 29th November**.
- All children will be allocated a Reward Card. Children who arrive on time (by 8:50 am) each day during this week will receive a stamp on their reward card.
- At the end of the week, any child who has collected all **5** stamps for arriving on time every day will have the opportunity to visit the *Attendance Shop*.

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- Additionally, to make this week even more special, there will be a prize draw! One child from each class who has arrived on time every day will be chosen at random to receive a Christmas selection box.

Our goal with *Early Bird Week* is to encourage a prompt start to each school day, creating positive habits that support learning and development.

Your support in ensuring that your child arrives on time will not only help them benefit from a structured start but also contribute to their confidence and preparedness for the day.

Thank you for your cooperation and support in fostering a culture of punctuality and readiness. We look forward to a successful *Early Bird Week* and celebrating those who make an effort to start their day on time.

Yours sincerely,

Mrs Leaf

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