

Date

Dear

Re: Punctuality - Forename Surname TG

Your child was late to school today. It is important that «forename» not only attends school regularly, but they attend on time.

By arriving late, students miss out on an important part of the day. It is also disruptive to the class teacher and the other students when a child comes into class late.

Lateness can be a form of unauthorised absence. It is important for «forename» to attend school regularly and be punctual. Research shows that students who miss school or are continually late fall behind in schoolwork and underachieve in all subjects.

Due to the lateness, your child will serve a detention after school on

If you have any questions please contact us on X.

Yours sincerely

Ms X X

Deputy Principal