



# The Academy of Woodlands

Woodlands Road, Gillingham

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[www.theacademyofwoodlands.co.uk](http://www.theacademyofwoodlands.co.uk)

Head of School: Mrs C Brown  
Executive Headteacher: Mrs E Poad

Friday 17<sup>th</sup> January 2025

Dear Families,

## **Punctuality and new gate opening times**

We are writing to families to emphasise the importance of being in school on time. As the cold weather has arrived, we have seen an increased number of families who are routinely arriving at school after 8.55. One day this week we had a total of **69** children arrive late. Together we need to improve this in the best interest of our children.

As a team, we are very supportive and sympathetic to all types of family situations which may have an impact on the way your day runs. If you are experiencing difficulties (either one-off or longer term) please do not hesitate to contact Mrs Wood or Mrs Dibua who would be happy to help.

Our classroom doors and gates close at 8.55am every day. Children need to be in their classroom at this time as lessons start promptly. Learning starts at 8:40 where children are engage in 'Early Morning Work' which is a beneficial learning opportunity for every individual. **To support children to arrive in class by 8:40 we will now be opening the gates and doors at 8:35. We hope this helps.**

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This brings uncertainty to our children. In addition, children often feel a sense of embarrassment when entering and disrupting an already settled classroom.

It is essential that you ensure your child arrives at school on time to prevent disruption to your child's own learning and that of others.

If your child repeatedly arrives to school after registration closes, then you will be invited in for a meeting with the attendance officer or family liaison officer.

As we develop our children's character, it is very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

We will continue to focus on this area with children through class work and school assemblies.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. Please inform the school office via email or when signing in.

Once again, I would like to express how we are here to help. If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment with Mrs Wood or Mrs Dibua who would be happy to help.

Yours sincerely



*Mrs Brown  
Head of School  
The Academy of Woodlands*

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