



LYNGFORD PARK PRIMARY & NURSERY

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Headteacher: Mr N Arnold

Deputy Headteacher: Mr L Upham

Designated Safeguarding Lead: Kim Barratt

'Believe. Achieve. Be proud.'

14th October 2025

Dear parents

Late arrivals – and the impact.

Morning gates open at 8.40am and close at 8.50am.

Thank you to all those who ensure their child/ren are in between these times. Your child is marked in on the register, and there is no issue.

For those children who are absent, parents MUST call school before 8.30 that morning, pressing '1' to report your child's absence. You MUST call every day of their absence.

Our morning activities start at 9am. Therefore, if children are late, they are missing the start of their learning. Also, if they go straight to Phonics (in small groups, not necessarily with their class teacher), their class teacher doesn't know they are in, so cannot update the register, so when we call home – parents become anxious as they believe their child is in school, but they had dropped them off late and this is the reason for the phone call.

Please ensure your child is in school by 8.50am every morning.

We are going to start closing the front gate at 8.50am, and lock the second gate at the same time, to hopefully encourage people to ensure they are here by 8.50am.

Kind regards

Nick Arnold
Headteacher