Clayton St John CofE Primary School
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Headteacher: Mrs G Emsley Deputy Headteacher: Mrs L Allingham

Dear Parents and Carers,

I am writing to remind all families of the importance of good punctuality and regular attendance. Arriving on time each day ensures that your child has a calm and positive start to their learning. Late arrivals can be unsettling for children and can cause disruption to both their own learning and the learning of others.

We understand that, on occasion, unexpected circumstances may cause delays. However, when you arrive late, staff at the door will ask for the reason so that we can accurately record attendance and offer support where needed. This is a normal part of our safeguarding procedures.

Recently, there have been instances where staff have experienced disrespectful or inappropriate behaviour when asking these routine questions. We kindly remind all parents and visitors that our staff are carrying out their duties and should be treated with courtesy at all times.

As a school, we follow the **BDAT Visitor Code of Conduct Policy**, which sets clear expectations for respectful behaviour while on school premises. We ask all parents and carers to familiarise themselves with this policy and ensure that conduct towards staff, pupils, and other visitors remains polite, calm, and appropriate.

The policy can be found here:
https://www.bdat-academies.org/wp-content/uploads/2025/08/BDAT-Visitor-Code-of-Conduct-Policy-Updated-July-2025.pdf

We appreciate your support in helping us maintain a safe, welcoming, and respectful environment for our whole school community. If you are experiencing challenges with punctuality or attendance, please contact us so that we can work together to support you.

Thank you for your continued cooperation.

Kind regards,
Mrs G Emsley

A member of the bdat family