



The St Teresa Catholic Primary School

We are a Catholic family growing in Christ's love.



Friday, 18 September 2026

The Importance of Punctuality

Dear Parent/Carer,

At St Teresa's Catholic Primary School, we are committed to providing the best possible start and end to every school day for all children. Recently, we have noticed an increase in the number of pupils arriving late in the morning and being collected late at the end of the school day. We would therefore like to remind all families of our school timings and the importance of punctuality.

Morning Arrival

Each morning, our school gates open at **8:30am** and close at **8:50am**. It is important that children arrive during this time so that they are ready to begin learning promptly.

Arriving on time helps children to:

- Settle into the school day calmly and confidently.
- Take part in important morning activities and learning.
- Develop good habits and routines that support their education.
- Avoid the anxiety and disruption that can be caused by arriving after their classmates.

Late arrivals can also disrupt the learning of other pupils and place additional demands on staff.

End of the School Day

Our gates open from **3:00pm** to allow parents and carers time to arrive ready for collection when the school day ends at **3:15pm**.

We ask that all children are collected promptly at **3:15pm**. Being collected on time is important because:

- Children can become anxious or worried when they are not collected promptly.
- Staff have meetings, training, responsibilities and family commitments after school.
- Office staff finish work at **3:30pm**, meaning there is limited capacity to supervise children beyond this time.

Where children are collected late on a regular basis, this places additional pressure on school staff and may raise safeguarding concerns, as we must always know who is responsible for a child at the end of the school day.

We understand that from time-to-time unforeseen circumstances may cause delays. If you know that you are going to be late collecting your child, please inform the school office as soon as possible so that we can make appropriate arrangements.

We kindly ask all families to support us by ensuring children arrive between **8:30am and 8:50am** each morning and are collected promptly at **3:15pm** each afternoon.

By working together, we can ensure that every child has a positive start to their day, a smooth end to their day, and the best possible conditions for learning and wellbeing. Thank you for your continued support and cooperation.

Yours sincerely,

Mr. B. Campling
(Headteacher)

The St. Teresa Catholic Primary School.

Bowes Road Dagenham, Essex RM8 2XJ

Tel: 020 8270 4757 Email: office.st-teresa@bdc.org.uk

Website: www.st-teresa.co.uk

Headteacher – Mr. B. Campling



Part of the Good Shepherd Catholic

