



Nathaniel Newton Infant School
Victoria Road
Hartshill
Nuneaton
Warwickshire
CV10 0LS
Telephone 02476 392236
E-mail admin2029@welearn365.com
Website www.nathanielnewton.co.uk

Headteacher Mrs J Forshew

Learning Together to be the best we can.

Thursday 19th February 2026

Dear Parents/Carers,

Re: Punctuality and Early Collection of Pupils

We are writing to remind you of the importance of your child **arriving at school on time** and remaining for the full school day. Punctuality is vital, as arriving late can **disrupt your child's learning, affect their ability to settle, impact social interactions with peers, and disrupt the learning of the whole class.**

Please take note of the following important points:

Late Arrivals:

- Children arriving after **9:15 am** will be recorded as having an **unauthorised absence** for the morning, which will affect overall attendance.
- After half term, all late arrivals will be **manually signed in** by staff. Parents will be asked to provide a **specific reason** for lateness, and for medical appointments, we will require **proof of the appointment.**

Early Pick-Up:

- We understand that occasionally children may need to be collected early. However, for **safeguarding and attendance reasons**, all early collections **must be agreed with the school in advance.** Please ensure you inform the school office so that the appropriate **authorisation can be given.** Children will **only be released early with evidence of an appointment,** to minimise disruption to their routine and learning.

We appreciate your understanding and support in helping all pupils maintain consistent routines and make the most of their learning opportunities.

Yours sincerely,

Mrs J Forshew
Headteacher

