



Riverside Primary School

Ferry Road, Hullbridge, Hockley, Essex, SS5 6ND

Headteacher: Mrs Claire Smith

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Thursday 24th October 2024

Dear Parents and Carers,

Re: Arrangements for late arrivals once the registers have closed.

We have noticed that a small number of children are arriving late on a regular basis, often significantly after the start of the school day. Starting after half term, we will no longer be able to use the medical room as a waiting area for children who arrive after the registers have closed and lessons have begun.

Parents will need to wait with their child(ren) at the main office until a staff member is available to escort them to their classroom. We understand this may cause some inconvenience, but we cannot regularly pull staff away from their other responsibilities to accommodate late arrivals.

We kindly ask that you review your morning routines to ensure your children arrive on time. Your cooperation in this matter is greatly appreciated.

Yours

Mrs Claire Smith

Headteacher

