

Ysgol Bro Carmel
Carmel
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CH8 8NU

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Headteacher: Mr. M. Martell



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Pennaeth: Mr. M. Martell

«date_of_printing»

Dear Parent/Carer,

Name: «chosen_name» «surname» Class: «year_reg»

It has been brought to our attention that «chosen_forename» has been late for school «total_lates_both» times since September 2021 with a total of ____ minutes missed of learning due to the lateness.

When your child is late, it affects them settling into class routines, impacts on learning and disrupts others. Please can you make every effort that «chosen_forename» arrives in school on time.

If you have any particular difficulties that prevent «chosen_forename» getting here on time, we would be grateful if you would contact the school, so that we can arrange a meeting for you to discuss this matter further.

We recognise that parents have a vital role to play in ensuring regular and punctual attendance and as such value your support in this matter. Should the lateness continue to cause a concern we have a statutory responsibility to inform the Education Welfare Service.

Kind regards,

Mr. M. Martell
Headteacher / Pennaeth