



St. Luke's Church of England Primary School

'Nurturing the individual as part of our community'

Faith – Wisdom – Aspiration – Community – Compassion

'Learning for Life'

HEAD TEACHER PARENT UPDATE

Tuesday 10th February 2026

Dear Parents, carers & members of the St. Luke's CE community,

I hope this letter finds you well. **Please read the following information carefully.**

Punctuality in school has declined again.

Your child is missing crucial time in school if they are late.

Updated Processes & Procedures: PLEASE READ CAREFULLY

The School Office has become too busy at 8.40am. All children will be directed to their classroom entrance until 8.45am. At this point, Mr Delves will close the entrance to classes and open the gate to the School Office.

Hebdon Gate will still be closed at 8.40am

If you arrive at school after 8.45am, you must accompany your children through the School Office and sign them in using the Inventory Sign In Screen. This is because they have missed their class register.

**DO NOT LEAVE YOUR CHILD ALONE AT THE SCHOOL OFFICE:
THIS IS A SAFEGUARDING ISSUE AND YOU WILL BE CONTACTED.**

REMINDER: Morning Arrival: School Start Time – 8.40am

You can solve all your and your child's punctuality issues by simple arriving at school 5 minutes earlier.

Respecting School Staff

May I politely remind you that all the staff working at the school have clear instructions of policy and procedures, including Arrival & Dismissal. These instructions come from the Head Teacher. We expect that all parents and carers speak respectfully to the staff at school otherwise action will be taken and the local authority will be informed.

Thank you for reading, and for all your support for your child and the school.

Mr Delves