IES VALUE ADDITION THROUGH EDUCATION

Indian Education Society
Ash Lane English Primary School
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To: All the parents of standards 1 to 4

Subject: Punctuality and Timely Arrival at School

Dear parents,

Greetings! It has come to our attention that some students have been arriving late to school. Punctuality is a fundamental aspect of discipline and a trait that will greatly benefit your wards throughout their life.

Late arrival disrupts their learning and affects other students in the classroom. To address this issue, we kindly request your immediate attention and cooperation in adhering to the following instructions:

Arrival Time: School begins promptly at 12:50 PM. Please ensure your ward is inside the school premises and ready for the day's activities at least 10 minutes before the designated time.

Preparation: Encourage your wards to use their mornings efficiently to prepare for school. Packing bags, completing homework assignments, and organising their materials the previous day to ensure a smooth start to their day.

Routine: Motivate them to establish a consistent morning routine that includes sufficient time for breakfast, personal hygiene, and getting dressed.

Parental Support: Parents and guardians are requested to actively support and monitor their child's morning preparation to ensure timely arrival at school.

Consequences: Latecomers may miss important announcements, lessons, and engagement opportunities. Therefore, consistent late arrival may result in disciplinary actions per the rules.

Please remember that students arriving on time reflects your commitment to the teaching-learning process and instils good habits amongst students. Let us all work together to maintain a positive and punctual learning environment.

Thank you for your attention to this matter.

Sincerely,

Kaz

Head
IES Ashlane English Primary School
Babrekar Marg, Dadar (W),