



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Dear Parents and Carers,

We hope your child/children has/have enjoyed the first few weeks of the new school year. It has been a busy half term, and the children have been working hard and making the most of the opportunities in school. Lots of learning opportunities have been captured for you to see on our school Twitter (X) account, which can be found under the handle [@Hillingdon_PS](https://twitter.com/Hillingdon_PS).

Morning Arrival Times and Settling into School

We are writing to kindly remind all families about the importance of morning punctuality and to share a quick update regarding our start-of-day routine.

Recently, we have noticed a high number of children arriving right at 8:45 am or after. While we know morning drop-offs can sometimes be busy, arriving at 8:45 am means children miss out on critical settling-in time before the school day begins.

Our school gates open promptly at **8:35 AM**. Arriving between 8:35 AM and 8:40 AM gives your child that vital 5 to 10 minutes to transition into the school environment smoothly.

When children arrive as the gates open at 8:35, they have time to:

- **Greet their teacher and classmates** without feeling rushed.
- **Hang up their coats** neatly on their pegs and put book bags in their trays.
- **Unpack their water bottles and reading books** into the correct places.
- **Take their seats calmly**, ready for registration and the start of lessons at **8:45 AM**.

When a child arrives at 8:45 AM or later, registration is already underway. Entering a busy, active classroom mid-routine can feel overwhelming for children and can disrupt the start of learning for the entire class.

How You Can Help?

Please aim to arrive at the school gates as close to **8:35 AM** as possible to ensure your child has the best start to their morning. If your family is experiencing ongoing difficulties with morning routines, please do not hesitate to reach out to the pastoral and welfare team or your child's class teacher. We are always here to support you.



A Member of the Elliot Foundation Academy Trust



Punctuality and Morning Timings

Every minute counts — starting the school day on time sets your child up for success

Key Morning Timings

Gate Opens

8:35 AM

Registers Taken

8:45 AM

The Punctuality Gap

Arriving late even by a few minutes every day adds up to a shocking amount of missed education over the school year.

How Lateness Adds Up:

5 mins late daily = 3.4 days missed

10 mins late daily = 6.9 days missed

15 mins late daily = 10.3 days missed

Why On-Time Matters

Calm Morning Starts: Arriving early helps children settle in with friends, avoiding stress or anxiety before classroom learning begins.

Crucial Instructions: Key learning targets and morning tasks are discussed in the very first 10 minutes of school.

Minimizing Disruption: Late arrivals interrupt class focus and take teacher attention away from ongoing learning.

Hillingdon Primary School's Punctuality Goal: **100% on-time arrivals for every child**

Best wishes,



Ms Sabrina Kelly
Co-Principal



Ms Samina Saidiya
Co-Principal