



Our Ref: HY/CH

Tuesday 29th September 2026

Temple Meadow Primary School

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Temple Meadow Primary School

Every Minute Matters - Supporting Excellent Punctuality

Dear Families

As we move into the autumn months, I would like to take this opportunity to emphasise the importance of arriving at school on time. Not only does punctuality help children make the most of their learning, but it also ensures a calmer and more positive start to the day for everyone.

So far this term, we have recorded **149 late marks**. A late mark is given when a child arrives after the school bell at **8:55am**, but before registers close at **9:30am**. By working together, we can significantly reduce this number and ensure every child begins their day ready to learn.

We understand that mornings can sometimes be challenging and that unexpected circumstances can occasionally disrupt routines. However, we ask all families to support us in maintaining a consistent approach to punctuality wherever possible.

Arriving on time is an important life skill. It helps children develop positive habits, settle quickly into their classrooms and maximise every learning opportunity available to them from the start of the school day.

■ EVERY MINUTE COUNTS! ■

How much learning time is lost by being late?

Being just a few minutes late every day adds up to a shocking amount of missed learning, social time, and school memories over the year. **Help your child arrive on time and ready to learn!**

Status	Lateness / Day	School Days Lost	What is Missed?
■ Green	5 Minutes	3.4 Days	7 full Phonics & Reading lessons where magic sounds turn children into super-readers.
■ Yellow	10 Minutes	6.9 Days	Nearly 1.5 weeks of painting, science experiments, and morning playtime with friends.
■ Orange	15 Minutes	10.3 Days	Over 2 full weeks of learning, class stories, and group projects.
■ Red	20 Minutes	13.8 Days	Nearly 3 whole weeks of sharing morning news and calmly settling in.
■ Alert	30 Minutes	20.7 Days	OVER A WHOLE MONTH of vital lessons, memories, and fun!



Why Morning Routines Matter

- **Calm Starts** – Arriving on time helps children begin the day without the stress and anxiety that can come from rushing.
- **Social Connections** – Children have the opportunity to greet their friends, share news and settle comfortably before lessons begin.
- **Core Learning** – Key reading, phonics and mathematics teaching often takes place first thing in the morning, making every minute especially valuable.

Pupil Workshops

Over the coming weeks, we will be holding workshops with all children to explore the importance of attendance and punctuality. As part of these sessions, children will create examples of positive morning and evening routines that support punctuality, wellbeing and readiness for learning. These will be brought home to share with families. We have attached an example to this communication for you to view.

Road Works Reminder

A reminder that there is a partial road closure on **Station Road** from **21st September 2026 to 7th October 2026**. As traffic levels may increase on **Wright's Lane** during this time, we kindly ask families to:

- Allow additional time for journeys to and from school
- Take extra care when travelling along Wright's Lane due to increased traffic
- Park legally and considerately, avoiding driveways, junctions and pedestrian crossings
- Follow any temporary traffic management measures that are in place
- Consider walking to school where possible to reduce congestion and improve safety for all.

Thank you for your continued support. By working together, we can ensure that every child benefits from a positive and punctual start to each school day.

Yours sincerely,



Mrs Yates
Attendance Officer