

Headteacher/Prifathro
Mrs K Manley
Tel 01495 756436



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**YSGOL GYNRADD A MEITHRIN STRYD SIORS
GEORGE STREET PRIMARY & NURSERY SCHOOL**

Wainfelin Road, Pontypool, Torfaen NP4 6BX

KM/DM

Dear Parent /Guardian

Re: Punctuality to school – pupil lateness

I would like to advise you that your child's punctuality to school remains a cause for concern. A key part of the Torfaen Strive strategy is keeping you informed of your child's level of attendance, which includes lateness to school.

We will be closely monitoring your child's punctuality over the next two weeks and if there is no significant improvement we will invite you to attend a meeting in school to develop a Punctuality Action Plan (PAP) to work towards an improvement.

Parents/Guardians have a responsibility to ensure their child attends school on time and in not doing so, this may lead to a referral to the Education Welfare Service and/or further action. As a school we are keen to work with parents/guardians to resolve any problems so please contact Mrs Mollaney on 01495 756436 if there are any issues or concerns you would like to discuss.

Yours sincerely

**MRS K MANLEY
HEADTEACHER**