# Punctuality Improvement Example Letter Insert school logo here

Re (child name), class/year group

Dear ……………………….

Following my letter on (insert date) regarding (child name)’s lateness I am really pleased to see the improvements that have been made in (child)’s punctuality over the last (week/2 weeks/month/half term).

This has been recognised and celebrated in school.

Thank you for (working in partnership with us to support xxxx getting to school on time/ensuring xxxx’s punctuality) over the last (week/2 weeks/month/half term)

*(Using breakfast club/the walking bus/the school minibus/insert other noted changes as appropriate)* has made a really positive difference.

Yours sincerely