



Dearne Street  
Great Houghton  
Barnsley S72 0EQ  
Headteacher  
Mrs J B Hirst BA(Hons), M.Ed.

Tel: 01226 345030  
Fax: 01226 754302  
email:sandhill.primary@sandhillprimary.org

Date:

Dear

You received a letter recently (date) about your child/children arriving at school late.

This has continued and we have recorded another 2 late arrivals at least.

A meeting has been arranged with \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ to discuss the situation and to work together to improve arrival times.

If you cannot attend on this date, please come into the office to rearrange the appointment.

Thank you

Yours in partnership

Mrs J B Hirst  
Headteacher