



Punctuality Matters and you can help

Dear Parent/Carer

We are writing to you today to ask for your support in ensuring all students arrive punctually and ready for learning. Whilst there has been a lot of change over the last two years, we are aware that there is a minority of students who are regularly arriving late to the start of the school day.

All students should arrive at school by no later than 08:35. Students that arrive early are welcome to sit in the atrium.

The start of the school day is important for all students as it is the time when tutors can check in with students, where important messages are shared, assemblies take place and PSHE is delivered. Alongside these regular features, tutor time also serves as a place for activities into careers, support with literacy and numeracy and input for external speakers.

From **Monday 14th March**, in order to address punctuality to school we will be putting the following structure in place.

- Students arriving late to tutor time will be directed straight to the LRC
- In the LRC students will be logged and a discussion had with a member of SLT around their punctuality to school. Help and advice will be offered around routine and any barriers presented by the student as to why they cannot attend school on time.
- Students will be then sent to their period 1 lesson.
- If a student is late on another occasion the same process will apply, with an automatic 1 hour detention being issued for the same day after school.
- Parents will be informed of the detention via a phone call.
- Subsequent lateness to school will continue to be logged and detentions issued. Where punctuality to school does not improve parents will be invited in to discuss how we can support each other in ensuring your child arrives to school on time.

In addition, students who arrive late to school during period 1 without a valid reason given by parents will automatically be placed into detention for 1 hour after school on the same day.

Punctuality is not only important in the context of school but also a vital life skill when looking to successfully enter the world of work.

We thank you in advance for your support with this matter and should you wish to discuss any concerns around your child's punctuality or attendance to school please contact your child's form tutor in the first instance.

Senior Leadership Team

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