



06 September 2019

Dear Parent/Carer

Punctuality and changes for pupils who are late to school

I am writing to remind you of the importance of pupils being on time for school. Punctuality in school is absolutely essential in ensuring our pupils have the best possible start to the day - good time keeping is a vital life skill which will help our students as they progress through school and out into the wider world. If your child misses the start of the day they will miss work and will not spend time with their form teacher who provides them with vital pastoral support, information and news.

Registration begins promptly at 8.30am and pupils should be in school in good time to ensure they are in their classrooms and ready to start the day when the bell goes.

To ensure that our pupils are able to make the most of their time in school and to help staff begin the day as promptly as possible, **from MONDAY 9th SEPTEMBER any pupil who arrives in their form room after 8.33am will sit a break time detention that day.** If a pupil fails to attend their break time detention, they will be placed in an after school detention. Where a pupil arrives after 8.50am, in line with statutory guidance, they will receive an absence mark for the morning session.

I would like to take this opportunity to remind parents and pupils that, while the gates onto Back Lane and Fieldhead Road shut automatically at 8.30am, the gate onto the back field is manually closed 3 minutes earlier (according to the school clock). This is in order to ensure work on the new school building can begin promptly for our contractors. As such, pupils who use this entrance to school need to make sure they are there by at least 8.25am in order to avoid having to walk around to the front entrance and miss the start of registration.

If pupils are driven to school or take public transport it would be sensible for them to set off in good time so that any traffic delays do not stop them from arriving after 8.30am. If your child is late due to heavy traffic, this is still be recorded as a late mark.

Should your child arrives late due to a medical appointment etc this consequence will not apply but evidence may be requested in line with our attendance policy.

Many thanks for your support.

Yours faithfully

Mrs R Probert
Assistant Headteacher

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