



25 May 2018

Dear Parents and Carers,

Student punctuality is an important part of your child's education and research suggests that lateness can have a negative impact on children reaching their potential. I am happy to write that virtually all of our students arrive into school on time and this contributes to an effective learning environment. All students should arrive at school at 8.40am to be present in their tutor groups for 8.45am.

We are asked to comment on your child's punctuality when we write references for their next steps and it could be the difference between gaining a place on the course and not. We understand that, on occasion, there may be a valid reason for lateness. However we want to promote the importance of punctuality to all of our students, working in partnership with parents and carers.

Therefore we are introducing a new lateness policy from May half term and the details of this are below –

- If your son/daughter arrives late then you will be sent an 'in touch' message to inform you of their lateness.
- If your son/daughter is late twice in a half term then a letter will be sent home.
- If your son/daughter is late on three occasions then you will receive a phone call and your child will have a formal conversation with their Head of Year on the same day.

The introduction of this policy shows the importance of student punctuality. Please note that we also offer free breakfast in the school canteen every morning from 8am and the PE department offer sports clubs most mornings also from 8am.

We look forward to working with you and thank you for your support in promoting punctuality and ensuring all students develop the time keeping skills which will help them in the future.

Yours

Tracy Brogan

Headteacher