



16th November 2023

Mr I Critchley
Principal BSc (Hons), PGCE, MA, NPQH

Dear Parents/Carers

Punctuality – Late to School and Lost Learning Time

As you are aware, we continue to review and evaluate the plans we have in place to improve punctuality to school and to lessons.

We continue to regularly speak to all our students in form time and during assemblies each week, to reinforce the expectations around punctuality. 'At the door within 4' is a constant theme each Monday morning as part of our Standards and Expectations. This is a well-designed and highly structured way to start the week off, ensuring that all students know exactly what is expected with regards to punctuality.

Students are fully aware that we monitor punctuality on a daily basis and for those students that continue to be late to school and/or to lesson, we expect them to make up this lost learning time during lunch time and/or after school. Students that catch the bus are expected to make alternative arrangements.

A message is sent, via SIMS, to parents/carers to inform them when their child is late to school. A separate message is sent if there are repeated instances in the same week and finally, a fortnightly letter is sent to parents/carers where we have a concern regarding late to lessons. This letter details the number of occurrences and the minutes of lost learning.

As a reminder of the expectations I have included the below extract taken from a previous letter -

We are extremely lucky that we have a modern and well-maintained building and students do not need to move outside or to different buildings for lessons. Therefore, we expect all students to arrive at their lessons within 4 minutes (At the door within 4), either from break, lunch or their previous lesson..... I would urge you to ensure that your child(ren) have their school bag, planner, equipment and timetable so they are fully prepared for school.

In summary, students should arrive to school at **8:30 am** ready for line-ups or Registration with their Form Group and should arrive at their lessons **within 4 minutes** (At the door within 4).

I would ask you to support school by speaking to your child(ren) to reinforce the important messages regarding punctuality to school and punctuality to lessons.

I appreciate your support in this matter.

Yours sincerely

Mr Day
Assistant Vice Principal