



HALEWOOD
ACADEMY

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

9th December 2025

Punctuality to school – mobile phone hand-in

As you are aware, we wrote to you last academic year to outline the plans we have in place to improve punctuality to school. We continue to speak to all students regularly in form time and during assemblies to outline the expectations in terms of punctuality to school.

A system of consequences means that students are now fully aware that if they arrive late to school (without **exceptional** reason/circumstance) then they are expected to attend a same day afterschool detention. Additionally, if a student is late twice in a week, then they attend an afterschool detention on Friday for 30 minutes (60 minutes for 3 or more lates in a week).

All students are required to be at school for **8:30am** ready for when the bell sounds to move to year group line-ups, form time or assembly. They should be **present at lines or form groups** for **8.35am** when a second bell sounds – not walking into school.

From **Tuesday 6th January**, any student who **arrives late to school** will enter the building via the **Main Reception** as they do now. When they arrive late, they will be required to **hand in their mobile phone for the day**. All mobile phones will be available for the student to collect on the same day as part of the after-school detention. Students who arrive late to school and do not have a mobile phone with them are still expected to attend the same day detention. Where appropriate and necessary, a student may be screened using a **metal detector wand** (a common tool for screening pupils before examinations).

Where parents/carers have communicated an **exceptional** reason/circumstance via telephone or email, the student will be allowed to collect their phone at 3pm without delay or need to stay for the detention.

We will speak with all pupils regarding this matter before the Christmas holiday period. We will remind students of the changes on **Monday 5th January 2026** during extended form time. This will ensure that all students and parents/carers are aware of the changes.

I urge you to ensure that your child has their school bag, folder (with timetable) and equipment so they are fully prepared, and arrive to school on time. Students that catch the bus may need to make alternative arrangements. Should the bus be late we will make adjustments to this policy.

I appreciate your support in this matter.

Yours sincerely

Mr Day
Assistant Vice Principal