



23rd February 2022

Dear parent,

CHANGES TO LATES PROCEDURES

I hope that you and your child had an enjoyable half term break. I would like to outline changes that are being made to our procedures regarding students arriving to school late. I have been monitoring this very closely and currently there are in excess of 30 students each day arriving at school after 8:45am. This causes the following issues:

- Lateness creates a disturbance to teachers and other students once lessons have started.
- Repeated lateness results in students missing vital key knowledge and information that is taught at the beginning of the lesson.
- Students need to be aware that lateness would not be tolerated in many working environments.
- A student being late to school by 5 minutes each day loses 3 days of education across a year.

All students should be in school at 8:40am, but the front gates are locked at 8:45am. To challenge lateness more effectively the following system will be implemented with immediate effect:

- A student who arrives after 8:45am, but before 9:00am will receive 30 minutes after school detention on that day.
- A student who arrives after 9:00am will receive 60 minutes after school detention on that day.

Parents will be informed of this by text message. If your child is late due to a medical appointment then please can you inform school about this. This policy will only be relaxed in exceptional circumstances.

I would like to thank you for your on-going support in ensuring that your child arrives in school at the correct time.

Yours sincerely

Mr R Hibbard

Headteacher

