



30 October 2018

Dear Parents/Carers

**Re: Punctuality Focus**

I am sure you will agree that punctuality is an important and necessary quality to possess. In a school environment poor punctuality leads to missed learning time and cannot go unaddressed.

We will be speaking to all students this week in assemblies to inform them of our new procedures. Students who have gained late minutes during the week will need to make up the same amount of time in a detention on a Friday evening after school with the Headteacher. You will be notified on Thursday evening.

I appreciate this may cause some inconvenience but these are totally avoidable and the vast majority of our students go through the entire year without any late minutes. It is no coincidence that the most successful students, and indeed schools, have the highest attendance and punctuality rates. Young people don't always see the importance of a few minutes here and there but getting them settled and engaged quickly to each lesson is essential for positive outcomes.

We appreciate your support in this matter.

Yours faithfully

Mrs L Gattward  
Deputy Headteacher