

17th October 2022

Dear Parent/Carer

We expect all students to arrive at school and on the school site by 8.35am, and the vast majority of our students are punctual to school, every day. The school gates (near to the Main Reception) will close at 8.35am and any student in Year 7 to Year 11 who has not entered the school site by this time will be marked on the register as being late to school.

We have high expectations from all our students and wish to reinforce our expectations on punctuality and attendance at school. Good punctuality at school is essential for students to achieve their full educational potential.

It is also vital for students to form good habits for later life. There is a clear link between attendance and attainment. The more time a student spends at school the more likely they are to improve their opportunity to fulfil their full potential.

Therefore, from Monday 7th November, any student in Year 7 to Year 11 who arrives to school after 8.35am will be marked as being late to school on the register and your child can expect to receive a 30-minute same day payback. The payback will be administered by the pastoral teams and parents/carers will receive an email notification to inform you of the payback. The payback is compulsory and will be served on the day the student was late to school, including a Friday. If a student arrives late to school for a valid reason, we ask parents and carers to provide a written or verbal explanation for this reason.

If a student has late to school recorded twice in any school week, they can be expected to receive an additional hour of payback.

Thank you for your understanding in helping support our students to arrive to school punctually and be ready for their learning, every day. If you have any questions or further queries about the proposed change to reinforce punctuality to school, please do not hesitate to contact a member of your child's pastoral team.

Yours faithfully



Mrs M Goodes
Vice Principal

