



10th January 2022

Dear families

Punctuality

I hope this letter finds you well and that you were able to enjoy the Christmas and New Year break.

I am writing to ask for your continued support in ensuring your child arrives to school on time. I am sure you will agree that being punctual is an important characteristic to develop; it is also a crucial part of our Academy's 'High Expectations' agenda.

Students need to arrive at school by 8.30am and be in their form room or assembly by 8.35am, ready to engage with the activities and receive any key messages.

To support this push on punctuality, from Monday 17th January, we are making some changes to the detention system we use when students arrive late to school.

Currently, students receive a 30-minute detention at the end of the school day for each occasion they are late, without a valid reason. We are changing this system to increase the level of sanction for students who are repeatedly late during the course of a week.

The new system is as follows:

1 st time of being late, per week:	30-minute detention at the end of the school day
2 nd time of being late in the same week:	1-hour detention on either Wednesday or Friday (students will be placed in the first available 1-hour detention).
Any further late arrivals, during the same week:	In-school isolation for one day and a 1-hour detention on either Wednesday or Friday.
The number of late arrivals will be counted from Monday to Friday and will reset each week.	

We will inform students about these changes and would also appreciate the support of families by discussing this at home. We will continue to inform you, via an Edulink message, if your child has been placed in a detention.

If you have any questions or concerns about these changes, please contact me at school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'I Baird'.

Mr I Baird
Senior Assistant Headteacher

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