

Achieving Excellence

Headteacher Mr R Warburton BA (Hons), PGCE

June 2023

Dear Parent/Carer,

As Mr Warburton mentioned in May's Headteacher's letter, we are focusing particularly on punctuality to school and to lessons throughout this half-term. This week, students will have been briefed in assemblies about our expectations for punctuality and about why this is so important to their education and future career. Thank you in advance for your support with this.

School Day

Starting from next week, we will be monitoring punctuality closely. To support this, we are amending the timing of the school day slightly so that there is five minutes movement time between lessons to ensure everyone can arrive on time. This will maximise the opportunities for students to learn in lessons. There is no change to start or end times of the school day. (*For detailed timings, see the table overleaf.*)

Same-Day Detention

In addition, we will be trialling a system of same-day detentions to tackle punctuality. A detention will be issued if any student is:

- late for school without a valid reason
- late for two or more lessons in a day

Students will be expected to stay at school for a further 20 minutes to make up for this lost learning time. Parents/carers will be contacted via text message if their child is expected to stay for a same-day detention.

First-Week Introduction

To support students with the introduction of the changed day and the increased focus on punctuality, there will be **no** same-day detentions issued next week. Instead, students will be informed if they have been late more than twice during a day and parents/carers will be contacted. We hope this will ensure students can adjust to the changes and ensure they are focused on arriving at school and lessons promptly. Detentions will run as planned from the following week (week beginning 3rd July.)

Supporting Punctuality as a Parent/carer

Please could you note the following points which will support your child and the school in ensuring a purposeful start to the day and to lessons:

- Parents transporting their child by car should aim to arrive before 8.40am - the traffic is always difficult to negotiate!
- Remind your child that they should be at their form room by 8.45am at the latest. Arrival after this time is deemed 'late'.
- Encourage punctuality in arriving at all lessons and talk to your child about any barriers that may need to be considered.
- If a parent/carer is contacted via text message to confirm their child is expected to stay for a same day detention in school, please discuss the reasons with your child.
- Where there is persistent lateness, school and parents/carers will meet to address the issue.

Please Note: We realise that occasionally a student will have a valid reason for lateness and if this is the case a detention will not be issued.

Thank you in advance for your support with this. We appreciate that on occasions this may cause inconvenience for parents/carers. However, we are keen to ensure that students are not late for any lessons and that disruption to the start of lessons caused by lateness is minimised.

The changes to the school day and the same-day punctuality detentions are being run on a trial basis until the end of term. We will ask for feedback from both students and staff towards the end of this trial period. We think these changes will support your child to maximise the learning opportunities that school provides and to instil positive habits around punctuality.

Yours faithfully,



Mrs L Kane
Deputy Headteacher

Additional Information

1. School Day Times:

School Day	Times	Time to move
Tutor time	8.45-9.10	9.10-9.15
Lesson 1	9.15-10.15	10.15-10.20
Lesson 2	10.20-11.20	
Break	11.20-11.40	
Lesson 3	11.40-12.40	
Lunch	12.40-1.15	
Lesson 4	1.15-2.15	2.15-2.20
Lesson 5	2.20-3.20	

2. Strike Day Planning

The NEU have notified schools of two more strike days. We have invited in as many year groups as we can safely manage. On the Friday we have had to prioritise Year 6 Transition. Thank you for your understanding

Wednesday 5 th July	Years 7 and 10 in school. Years 8 and 9 at home, accessing lesson resources via Google Classrooms or Teams.
Friday 7 th July	Year 6 Transition students in school with Year 10 Junior Leaders. Years 7-10 at home, accessing lesson resources via Google Classrooms or Teams.

3. Uniform

During the hot weather, we will continue to offer students the option of wearing school PE Kit to school to ensure they are comfortable in lessons. We will review this regularly.

Please ensure your child is wearing the correct PE uniform.