

11<sup>th</sup> March 2024

Dear Parents and Carers,

I hope this message finds you well. We are writing to remind you of our school's timings and punctuality policy, which is crucial for the smooth running of our school day and maximising learning time for all students.

The first bell rings at 8.45 am, signalling students should head to their respective tutor groups. The second bell follows at 8.50 am, this time indicating that students should be settled in their tutor room. Arriving on time is not only vital for the orderly start of the school day but also an essential life skill we aim to instil in all of our students.

Recently, we have noticed an increase in students arriving at 8.50 am or later. This is concerning as it disrupts the start of the school day and causes students to miss important instructions and learning opportunities given out during Tutor Time.

We would like to emphasise that students arriving after the 8.50 am bell are considered late. In such cases, a 30-minute detention will be set for the same afternoon. This measure is in place to encourage punctuality and ensure minimal disruption to the school day. Ideally, students should be in school before 8.45 am to give them enough time to get to their tutor group before the second bell.

We understand that mornings can be hectic, but ensuring your child arrives at school on time is imperative for their education and development, therefore we would kindly ask for your support in this matter.

Should you face any challenges or need support regarding this policy, please feel free to contact us. We are here to work together to find the best solutions for our students.

Thank you for your cooperation and commitment to ensuring your child's punctuality and educational success.

Yours faithfully

Attendance Team