

Dear Parents and Carers,

The vast majority of our students arrive on time for school and in the right frame of mind and are ready to learn. However, I am writing to remind you of our school start time and the significance of your child arriving punctually each day.

Our school day begins promptly at **8:40 AM**, and it is essential that students are ready and in their classrooms by this time. Arriving on time ensures that students can start their day calmly, participate in morning activities, and avoid missing out on valuable learning opportunities.

#### The importance of punctuality:

- **Sets a positive tone:** Being on time helps students start their day with focus and enthusiasm.
- **Encourages responsibility:** Punctuality is a key life skill that fosters discipline and accountability.
- **Minimises disruptions:** Late arrivals can disrupt the flow of the class and impact the learning environment for others.

#### When we return after the Christmas Break the following procedures will be put in place:

- **Locking of gates:** The gates on Springwell Road will be locked at 8.40am.
- **Late Students:** Any student arriving after this time will need to access the school via the pedestrian entrance on Field Terrace.
- **Sanctions:** Any student arriving **after 8.40am** will be issued with a break time detention the same day.
- **Further Sanctions:** Students who fail to attend this detention will be required to attend a 40-minute, same day, afterschool detention.
- **After 9.00am:** Any student who attends school after 9.00am will be required to attend a 40-minute, same day, afterschool detention.

We do appreciate that students, on occasions, will have unavoidable absence or are late to school. When this is the case, it is important that school is notified, with a reason, at the earliest opportunity to prevent a consequence being issued.

We kindly ask for your support in ensuring students arrive at school with sufficient time to settle in and prepare for the day. For families, this may mean adjusting morning routines to account for traffic or other potential delays.

Let us work together to make punctuality a priority, helping our students build habits that will serve them well, now and in the future. If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for your cooperation and continued support.

Kind regards,

Mr A McConway  
Deputy Headteacher Pastoral