



January 2019

Dear Parent/Carer

Re: Lateness to school

As you will be aware, pupils should arrive at school for 8.30 am each morning, to allow them time to get to their lockers and be in form time ready for registration to take place smoothly. Pupil lateness is not acceptable and can be counted as unauthorised absence. Being 15 minutes late each day during an entire school year is the same as missing a whole week of school.

Pupils that arrive late to school must follow the school's late procedures. If a pupil arrives to school between 8.35 am and 8.40 am, they will receive a C2 break detention, unless there is a genuine reason for being late that the school has been informed of. Parents/carers will receive a text message to let them know when their child has been given a C2 detention for lateness.

If a pupil arrives to school after 8.40 am, the side entry gates will be closed, so they will need to sign in at main reception. They will receive a C3 lunch time detention for late arrival, unless there is a genuine reason for being late that the school has been informed of. Again, parents/carers will receive a text message to let them know if their child has been given a C3 detention for lateness.

We would really appreciate your support in encouraging your child to arrive at school for 8.30 am each day in order to have a smooth and settled start to the day.

Yours sincerely

Mrs Amanda McKenzie
Acting Assistant Principal

