

March 2020



# Brockington College

A Church of England Academy

LEARNING TO LIVE LIFE TO THE FULL

Dear Parent/Carer

## Re: Punctuality to school

As you are aware, we have made changes to the format of the school day this academic year and period 1 lessons now begin at 8.40am. We have recently been monitoring punctuality to school and have found that a large proportion of students arrive between 8.35am and 8.40am; furthermore, a considerable number of those students are then arriving late to their period 1 lesson as a result. Obviously, it is essential that students are arriving to school, and particularly to lessons, on time to avoid disruption to the lessons they are entering and the loss of valuable learning time for themselves and others. In a bid to reinforce to students that they are expected to be at school by 8.35am at the latest, we have made some changes to our 'late to school systems' which we hope will make the system clearer and encourage students to arrive on time.

The system will now be as follows:

- At 8.35am the side gate entrance, next to PE, will be locked.
- Any student arriving between 8.35am and 8.50am must enter the building through the community lounge, where they will sign in and go to their lesson.
- Any student arriving after 8.50am must sign in through main reception.
- A student arriving late to their lesson after 8.40am, will receive a 'C3 late to lesson' detention as they would for arriving late at other periods throughout the day.
- A student arriving after 9am to their lesson will be issued with a 'C4 truancy' detention as they would for arriving late to other periods throughout the day.
- For all students who sign in late through the community lounge or the main office, a text will be sent home to alert parents/carers that they have signed in late.

If you are aware of a valid reason as to why your child will be arriving late, please alert the school as early as possible through the absence reporting system or via the main office so that staff can be made aware not to issue sanctions. If it is not possible to do this before the school day, then please contact at the earliest possible time afterwards so that records can be amended.

Students have been informed of these changes through form time and assemblies. If you have any questions regarding these arrangements, please do not hesitate to contact me at the school.

Yours sincerely

Miss S Heggs  
Assistant Principal

