

Friday 14 November 2025

Dear Parents and Guardians,

**Re: Importance of Punctuality**

We would like to take this opportunity to remind all parents and carers about the importance of punctuality. Arriving at school and to lessons on time each day allows students to start their learning calmly and confidently, and helps maintain a positive and focused atmosphere across the school. Good punctuality is also an important life skill that prepares students for future education and employment.

Unfortunately, we have noticed an increase in lateness among some students. As you are aware, the school has implemented a new punctuality procedure:

- **Students who are late to school will serve a detention after school on Friday.**
- **Each lateness will result in 15 minutes of detention (for example, two late arrivals in a week will result in a 30-minute detention).**
- **If a student fails to attend their Friday detention, they will be kept after school on Monday until 5:00pm.**

We ask for your full support in helping your child to arrive on time each day. Please remember that **school is open from 8:00am**, and we provide a **free breakfast for all students**. This is a great opportunity for students to start their day positively and be ready for lessons.

Thank you for your continued cooperation and support in promoting high standards of behaviour and responsibility among our students.

