



28 November 2025

Dear Parents(s) / Adult(s) with Parental Responsibility,

Subject: The Importance of Punctuality and a Prompt Start to the School Day

We are writing to you today to emphasise the importance of punctuality to school and to ask for your support in ensuring your daughter arrives at school on time every day.

Arriving on time is about more than just registration; it is crucial for your daughter's education and personal development. When a student arrives late, they miss the important start to the day with their form tutor, which often includes vital pastoral support and key notices. It also disrupts the learning of the entire class, and your daughter may feel unsettled and find it difficult to catch up. By ensuring a prompt start, we help every student begin their day feeling calm, prepared, and positive. Punctuality is also a valuable life skill that prepares students for the expectations of future employment and further education.

School begins every day at 8:30am and all students are expected to be lined up outside their Form Room at this time. In order to be in the right place at the right time **all students must be on school site by 8:25am at the latest so that they can go to their lockers, put their coats away and walk to their form room for an 08:30 start.**

Students who arrive after 8:25 AM will receive a same-day after-school detention for 30 minutes.

We value our partnership with you and know that you share our high expectations. Please assist us by ensuring your daughter leaves home with enough time to arrive at school *before* the 8:25 AM bell.

Thank you for your cooperation in helping us make every minute of the school day count.

Yours sincerely,

Ms Carter, Deputy Headteacher

Headteacher: Rae Potter

Deanery Road, Stratford, London, E15 4LP

t: 020 8534 6791 f: 020 8555 3793

e: info@sarahbonnell.net w: www.sarahbonnellonline.co.uk