

Headteacher: Christopher Anders BA (Hons) MA

22 October 2015

Dear Parent/Guardian

### Arrival at school

At present we have a minority of students who are persistently arriving to school or registration late.

We appreciate that the majority of students are in school and registration on time and we would like to thank you for your support.

Students are able to come into school at 7.45 a.m., if they wish, and sit in the restaurant. Breakfast is available from 8.00 a.m.

The 'bell' sounds at 8.25 a.m. as a sign that students should be making their way to their mentor bases. The next 'bell' is at 8.30 a.m., at which point any student not in his/her mentor base is marked as late.

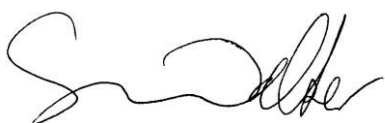
The morning register closes at 8.45 a.m. After that time a student will be marked with a 'U' indicating an unauthorised absence.

To address the poor punctuality of some students the school proposes to do the following:

- Parents will receive a text if their son/daughter is late to registration (this is already in place).
- Any student who arrives at the school gate after the 8.30 a.m. 'bell' will have his/her name taken at the gate and the parent will be informed via text.
- Where there is persistent lateness, the school will issue Fixed Penalty Notices (fines) to parents.

If a student arrives at school after 8.45 a.m., he/she needs to sign in at Student Reception, at which point he/she will be given a slip to take to his/her class teacher.

Yours faithfully



Ms S Walker  
Deputy Headteacher



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