

12<sup>th</sup> April 2024

Dear Parent/Carer

We hope this letter finds you and your family well. As we are at the start of the final term of the year, we wanted to write to you about the critical importance of students arriving at school on time, and every day by 8:35am each morning (except for Y11 who have to arrive in school by 8:30am).

Punctuality is a fundamental aspect to support your child to be successful not only academically but also for their personal development and we believe it is essential to instil the importance of being on time for every student. Arriving at school promptly not only sets a positive tone for the day but also helps to develop important life skills that will benefit them in the long run.

By arriving on time, students can fully participate in the morning routine of either an assembly, form time or interventions, ensuring they do not miss out on valuable learning experiences. Arriving at school on time helps students establish a healthy routine, promoting self-discipline and time management skills that are important for your child's overall personal development. Punctuality also demonstrates respect for others' time, including teachers, other students, and school staff. It fosters a sense of responsibility and consideration for the well-being of the entire school community. Late arrivals can disrupt the flow of learning and can cause distractions for both teachers and students. By being on time, students contribute to a supportive learning environment where everyone can focus and engage effectively.

We understand that unforeseen circumstances may arise from time to time, leading to occasional lateness. However, consistent efforts to prioritise punctuality sends a powerful message to our students about the importance of responsibility and accountability. If your child is late to school you will be notified and your child will receive a sanction and a payback, unless there is a valid reason and school are notified of the reason by the Parent/Carer.

We appreciate your support in reinforcing the value of punctuality at home. By working together, we can help our students develop the habits and skills they need to thrive at school and beyond.

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact your child's pastoral lead.

Yours faithfully



**Mrs M Goodes**  
Vice Principal

