



Our ref: KSO/jlf/latetolesson

24th May 2024

Dear Parents and Carers,

Re: Punctuality to lessons

As part of our ongoing efforts to maintain a positive and productive learning environment, we have decided to implement an alternative measure for students who are persistently late to lessons after half-term.

Starting from Monday 3rd June, any student who accumulates 20 minutes or more of lateness in a week, will receive the following sanction and support:

Stage 1: (Week 1) E-mail to students, parent/carer and tutor (no further action)

Stage 2: (Week 2) SLT Detention

Stage 3: (Weeks 3-4) Report to tutor for punctuality

This is to replace the current same day sanction of 15 minutes (Late to Lesson Detention), which runs every afternoon.

As part of our behaviour curriculum this academic year, we have been teaching our students the importance of being **ready**, **respectful** and **responsible** to ensure they, and others, can thrive both within and beyond the school gates. We focused our efforts on punctuality to lessons because it ensures that our students are:

- 1: Ready to learn
2. Respectful of peers and staff by not disrupting the start of lessons
- 3: Respectful of their learning by making every second count

To clarify:

We recognise that students will be moving from one part of the school to another for lessons in different subjects. They are expected to proceed immediately to their next lesson and not to loiter or congregate with others. A student will be considered late to a lesson if they arrive more than 5 minutes after the end of the previous lesson.



A company limited by guarantee registered in England & Wales with number 07697400
Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE



We do recognise the impact of sustained lateness to lessons on lost learning and on a student's chances of success.

EVERY MINUTE COUNTS

Arriving 5 minutes late results in lost learning which impacts you and others in your class.

Each lesson	Each day	Each week	Across the year
5 minutes	25 minutes	2 hours 5 minutes	79 hours



READY - RESPECTFUL - RESPONSIBLE

We kindly ask for your support in reinforcing the importance of punctuality with your child. Together, we can ensure that all students are able to maximise their learning potential and succeed academically.

Thank you in advance for your cooperation and support.

Yours sincerely,

A handwritten signature in black ink that reads "Kelly Owen".

Miss K Owen
Assistant Principal



A company limited by guarantee registered in England & Wales with number 07697400
Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE

