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learners who aspire for themselves and inspire others

11 January 2024

Dear Parents and Carers,

PUNCTUALITY FOCUS

As you will be aware from last week's weekly message to parents, we have been looking closely at lateness to school and want to do everything we can to ensure that your child's school day starts well with them being on time for tutor. As a reminder, students should all be on site by 8.37am and in their tutor rooms for registration at 8.40am.

As previously communicated, this week, we have reduced the number of entrances to the site, shutting all but one gate at 8.37am (just after the 8.35am warning bell). Any students who have arrived after 8.37am have had their name recorded on arrival and parents have been notified by text message.

Guidance from educational experts strongly recommends that parents "**create good routines for mornings at home so that your child can arrive punctually and they are properly equipped**". With this in mind, the purpose of this initiative is to encourage our students to build good habits around punctuality – a skill they will need throughout their lives beyond Calthorpe Park.

In order that you are able to support us in this endeavour, I wanted to share our staged plan with you. The students will receive this information through their tutor notices but I ask that you also discuss this at home to ensure everyone has the information.

Please note, the dates below are subject to review but in the event of any changes, you will be notified of this in advance.

Week beginning 8th January – Stage One

- The entrances to the school site each morning will be reduced to one. Any student who arrives to school after 8.37am will be welcomed at the gate by members of staff and will have their name recorded and a text message sent home to parents to notify them that their child was late to school. They will be asked the reason for their lateness. No sanctions will be issued during this stage.

Week beginning 22nd January – Stage Two

- At this point, students have had two weeks to re-familiarise themselves with our expectations. Therefore, the process will be as above, but a behaviour point will also be given to those students who arrive late to school without a valid reason.

Week beginning 5th February – Stage Three

- After four weeks of our punctuality focus, students who now arrive late to school will be issued with a behaviour point and a 10-minute lunchtime detention.



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Throughout the process, there will always be members of staff on duty to welcome the students into school and solve any worries or concerns the students may have. Students should be honest about the reason they have been late so that staff can support accordingly and effectively.

To reassure you, we understand that extenuating circumstances will mean that, on occasion, your child will arrive late to school. We request that parents report all incidences of lateness to the Attendance Team via EduLink, wherever possible in advance.

Students will not receive sanctions for

- a medical or pre-arranged appointment
- lateness due to the arrival of the bus after 8.37am

Please be aware, general morning traffic or parents running late will not be accepted as a valid reason for lateness and will incur a sanction.

The stages set out above have been carefully considered to give families time to consider and adapt any morning routines to ensure the best possible outcomes for all our students. Whilst such incidences are rare, we must advise all parents that we have an obligation to report all attendance to the local authority and persistent lateness without improvement may incur a fine. Please be assured that every effort will be made by the school to support families before any such action is taken.

We would like to take this opportunity to thank you in advance for your support and co-operation with this initiative.

Yours sincerely,



Mr K John
Headteacher

