

Ref:ALI/JM/1

20 February 2017

Dear Parent/Carer

As you aware, every minute in college counts towards the learning of our children. This means when a child is late to college they miss out on their education. It is vital that your child attends college on time as by not having a punctual start to the day, they may miss out on important information, activities or opportunities. Lost time means lower grades, for example, if a student misses 19 days each year then they will underperform by dropping at the very least one grade at GCSE in every subject.

We have looked carefully at the number of students who are arriving to college late and this is having a detrimental impact not only their education but on the education of others. So that students realise the importance of arriving on time, we have spoken with them all during assembly and have introduced a system where they will make up lost time due to lateness.

Please support your child in arriving at the right time for college. We expect students to enter their form rooms from 8.40am. The register will be taken at 8.45am and any student who arrives after this time will be marked late and will then be warned or subsequently placed in the appropriate detention. Students who are late once will have a clear warning that if they are late again they will serve a ten minute detention with their form tutor. If they are late three times then they will serve an after college detention of one hour with their Head of Year. You will be informed by text message, telephone call or by letter if this is the case.

Any further detentions will mean that a student will be placed in lunchtime detention for the day on which they are late.

Thank you for supporting us and your child by ensuring they are in college by 8.40am.

Yours sincerely

A handwritten signature in black ink that reads "Alyson Littlewood". The signature is written in a cursive, flowing style.

Miss A Littlewood  
Headteacher

