



ST. MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL

Mr Razwan Hussain

Dear Parent/Carer,

I am writing to you regarding punctuality.

As you are aware, **all students should arrive at school at 8:30am** so they are ready for the start of the school day at 8.45am.

In our school, students line up in their family groups between 8:30am to 8:40am. This is an essential time where the family group tutor can check in with the students and ensure they are ready before the start of the school day. At 8:40am, they enter the building to either go to the collective worship hall or to their family group sessions.

As you know, good punctuality at school is essential for students to achieve their full educational potential.

Furthermore, arriving late to school and into lessons is very disruptive for the teacher and other class members. It also means that late students themselves miss important input from teachers and this can hinder students in achieving their best outcomes.

Therefore, **from Monday 21st February**, if your child arrives to school later than **8:40am**, your child will be issued with a 30 minute detention on the same day. Those late after 9:10am, will receive a 45 minute detention on the same day.

Please be aware, that while we appreciate being informed when a student is going to be late to school, it does not mitigate the student's need to be at school on time. Therefore, **please be aware that they still receive a consequence when the punctuality expectation is not met unless it is due to a medical appointment or extenuating circumstances.**

I would ask you to support us in maintaining good punctuality by:-

- Ensuring that your child gets up in plenty of time to be prepared for school.
- Ensuring your child has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Discussing any issues of lateness to ensure this does not become a habit.

Thank you for your ongoing co-operation.

Kind Regards,

Mr Watson
Assistant Principal

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