

28 March 2025

Dear Parents/Carers,

**Re: Update on Behaviour and Attendance Policy – Summer Term**

I hope this letter finds you well. As we approach the Summer term, we want to inform you of some important updates to our Behaviour and Attendance Policy, particularly regarding punctuality and lateness. These changes are designed to ensure that all students maximise their learning time and develop good habits for the future.

From Monday 14<sup>th</sup> April, the following procedures will be in place:

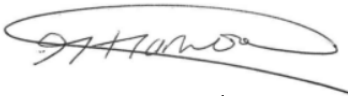
- Arriving late to school after 08:40am will result in a 60-minute sanction.
- Arriving late after registration has closed at 09:00am will result in a Twilight Sanction (120 minutes)
- Repeated or significant lateness will be investigated as a safeguarding concern, and we will communicate any necessary actions with parents/carers.
- Students who are late to lessons five times in a week will receive a day in isolation.

We appreciate your support in reinforcing the importance of punctuality with your child. Arriving on time ensures that they do not miss vital learning and minimises disruptions to their education and that of their peers.

If you have any questions or concerns regarding these changes, please do not hesitate to contact the school office.

Thank you for your continued cooperation and support.

Yours sincerely



Miss M Harwood  
Lead Deputy Headteacher