



7th June 2024

Dear Parents and Carers,

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 during this half-term.

Our aim is to improve parental communication, as there is currently limited access to punctuality information available to parents and carers via the Arbor Parental App.

Starting from Monday 10th June, any student who accumulates 20 minutes or more of lateness in a week, or is late to 3 or more sessions per week, parents/carers will receive an email informing them of the exact details. This information is designed to promote conversations between the parent and child to help foster an improvement to punctuality over the following weeks.

In the event that there is not an improvement the following week, they will then be notified of the requirement for them to attend a 'Late to Lessons' after school detention on a Wednesday with Mr Strachan each week. This will be held in the front part of the Main Hall. This will allow written feedback to be gathered and conversations around what the reasons are for the continued issues with punctuality.

Your child's form tutor will continue to analyse the punctuality data on a weekly and half termly basis. Where appropriate their form tutor will also add extra support by liaising with you and placing the student on a Punctuality Report Card. This will allow the form tutor and yourselves to see exactly how your child is progressing on a day to day basis.

We wish to focus our efforts on punctuality to lessons because it ensures that our students are:

1. Ready to learn and making every moment matter.
2. Respectful of peers and staff by not disrupting the start of lessons.
3. Developing organisation and time management skills to help prepare for future endeavours.

We recognise that students are required to move from one part of the school to another at lesson change over for different subjects, however, there is ample time to do this with 5 minutes movement time which is allocated between lessons and at the end of social time.

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, appearing to read 'S Strachan', followed by a long horizontal flourish line.

Mr S Strachan

Assistant Headteacher