



21st October 2025

Important Update: Punctuality to School Policy

Dear Parents and Carers,

We are writing to inform you of an important update to our school's punctuality policy. Over recent weeks, we have noticed an increased number of students arriving late to school. Our school day starts at 8.45am and to ensure students do not miss any of the day, they must be on the school site by **8.40am** to allow sufficient time to go to form or assembly. Therefore, we are implementing a same-day detention model for students who arrive late to school without prior notification from a parent or carer.

Effective after the October half term

- Students arriving between **8:40am and 9:00am** will receive a **20-minute** detention after school on the **same day**.
- Students arriving **after 9:00am** will receive a **40-minute** detention the **same day**.
- Should a student refuse to attend their scheduled detention, further disciplinary action will be taken in accordance with our behavior policy.

Please note the detentions for poor punctuality are NOT linked to the letter that Mr McMenamin recently communicated to parents.

Punctuality is a vital part of a student's education and development. Arriving on time ensures that students do not miss valuable learning time and helps to foster a culture of respect and responsibility. We ask for your support in reinforcing the importance of punctuality with your child.

All detentions and communications regarding lateness will be managed through ClassCharts. It is therefore essential that all parents and carers are signed up and regularly check the platform to stay informed. The following links are a parents guide to signing up and the direct link to the log in page if you have not already signed up.

[Parents guide to signing up](#)

<https://www.classcharts.com/parent/login>

Thank you for your continued support in helping us maintain high standards and a positive learning environment for all students. If you have any questions regarding this change to the policy please contact do not hesitate to contact me at the 'contactus' address on the school website.

Yours sincerely,

Mr Withers

Deputy Headteacher