

15th September 2026

Dear Parent carers,

We are writing to remind all families of the importance of students arriving at school on time each day and being ready to begin learning promptly.

Where a student is late to school due to their own choices, such as:

- Going to local shops before school
- Standing outside socialising with friends
- Vaping before entering school
- Refusing to come into the building when instructed
- Delaying entry to school for any other avoidable reason

The time missed from lessons will be required to be made up.

Depending on the circumstances, missed minutes may be completed during break time, lunchtime, or at the end of the school day.

This approach is intended to ensure that valuable learning time is not lost and to encourage positive habits around punctuality and attendance.

Please note that this will apply only where the lateness is the result of a student's own actions and not where there are genuine reasons beyond their control.

We appreciate your support in reinforcing the importance of punctuality with your child. By working together, we can help ensure that all students maximise their learning opportunities and develop the skills and routines that will support them in the future.

If you have any questions regarding this arrangement, please do not hesitate to contact the school.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Ian Enwright".

Ian Enwright
Executive Head Teacher