

17 September 2025

A Gentle Reminder: School Day Timings & Student Punctuality

Dear Parents and Carers,

I hope this message finds you well and that your child has had a positive and settled start to the school year.

As we move further into the term, I'd like to take a moment to remind you of the school day timings and the importance of punctuality. A calm and timely start helps every student make the most of their learning from the moment they arrive.

Start of the School Day

School gates open: 08:00am

School day begins: 08:35am

The school gates will close at 08:35am sharp. Any students arriving after this time will be directed to **SLT Line-Up** before joining **Tutor Time**. If a student is late **twice or more in a week**, they will receive a **90-minute SLT detention** on **Friday after school**.

If this detention is missed, the student will be placed in **all-day inclusion**, meaning they will miss a full day of lessons. This results in a significant loss of learning time and can impact their progress across subjects.

Students arriving significantly later will receive a **C4** and will be placed in the **ARC** (Aspiration Reset Centre) for the day.

Supporting Punctuality

We would like to take this opportunity to remind you of the importance of punctuality in your child's education. Arriving on time each day not only ensures that students make the most of their learning, but also helps to develop good habits that are essential in the world of work. Punctuality demonstrates responsibility, respect for others, and readiness to engage - qualities that are highly valued in any future career.

As a school, we are committed to preparing our students for life beyond the classroom, and we ask for your continued support in helping your child arrive on time, ready to learn. We kindly ask that all parents and carers support their child in arriving on time each morning. Please ensure suitable transport arrangements are in place, particularly where students are travelling independently. Arriving on time helps students start the day calmly and sets a positive tone for learning.

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Safeguarding and Site Access

For safeguarding reasons, students should not arrive before **08:00am**, as the site will not be open or supervised before this time. The gates will remain closed until 08:00am to ensure that staff are on hand to welcome and supervise students safely.

End of the School Day

School finishes: 3:10pm

Unless your child is attending a detention, study session, after-school club, or sports fixture, they should leave the school site promptly at the end of the day.

To support safeguarding and ensure we know which students remain on site, registers will be taken for all after-school activities. Students are not permitted to stay on site unsupervised.

Thank you for your continued support in helping us provide a safe and structured learning environment for all our students. If you have any questions or need support with transport or punctuality, please do get in touch with your child's tutor or Head of Year.

Yours sincerely



Mrs Pope
Assistant Headteacher

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