



HALEWOOD
ACADEMY

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16 March 2023

Mr I Critchley
Principal BSc (Hons), PGCE, MA, NPQH

Dear Parents and Carers

Punctuality to School

I am writing to update you on the significant improvement in students' punctuality to school since the launch of the new punctuality system. In January 2023 a clear and robust system was introduced to ensure students attend school on time. Subsequently, punctuality to school has improved significantly with the vast majority of students arriving to school on time. We will continue to drive this improvement even further so that more and more students consistently arrive to school on time, each and every day.

As a reminder, ***Students should arrive at school at 8.40am and be at lines (Years 7, 8 and 9) or in their form room (Years 10 and 11) for 8.45am.*** If a student is late to school then they will have a 20-minute detention that same evening in the assembly hall or canteen hall (unless a genuine reason has been established).

Punctuality to lessons – 'At the door within 4' (minutes)

The vast majority of students arrive to lessons on time, all of the time. However, we do have some students that are late to lessons. From **27 March 2023** we will extend the punctuality system so that it also applies to late to lessons.

We are extremely lucky that we have a modern and well maintained building and students do not need to move outside or to different buildings for lessons. Therefore, we expect all students to ***arrive at their lessons within 4 minutes (At the door within 4)***, either from break, lunch or their previous lesson. If students arrive late then this will be recorded by the class teacher and the student will have a 20-minute detention that same evening in the assembly hall. Students that have had poor punctuality to lessons have been written to each week and individual meetings have been held with Mr Critchley with some students that have concerning punctuality to lesson.

We will continue to track and monitor the amount of time each student has arrived late over a week of lessons and will continue to inform you how much learning time has been missed for the that week. In order to best support, I would urge you to ensure that your child(ren) have their school bag, planner, equipment and timetable so they are fully prepared for school.

This addition to the punctuality system is to ensure that we have a continued focus on school improvement and we maximise learning time for all students.

Thank you in advance for your support.

Yours faithfully

Mr Day
Assistant Vice-Principal