

Kirton in Lindsey, Gainsborough
Lincolnshire, DN21 4NN
Tel: 01652 648 276
e-mail: admin.huntcliffcomp@northlincs.gov.uk
web: www.huntcliff.n-lincs.sch.uk

Dear Parent/Carer

Punctuality to lessons

In line with our journey to raise standards and expectations within school, from the week commencing 13th November 2023, we will be enforcing our expectations regarding punctuality to lessons.

The importance of being punctual plays a vital role in the success of students within school and beyond. Students arriving late to lesson has a significant impact on their own learning and disrupts the learning of others. We are aware of the few **rare** occasions where being late may be unavoidable, however, we must encourage the students to be 'ready to learn' by attending lessons on time.

To promote punctuality within school, we will be enforcing the following systems from Monday 13th November 2023:

- Students that arrive late to lesson, without a **valid reason**, will be issued a late mark on the register and a receive an R1 on the conduct board.
- Students who are **persistently** late will be placed on **punctuality report**. Parents/carers will receive weekly letters home with the number of late marks for that week, including the minutes of lost learning time. We would ask that you support the school by having conversations about the importance of being punctual.
- Afterschool detention will be issued for students who fail to improve and a parental/carers meeting will be requested.
- To promote punctuality and celebrate students who regularly attend lessons on time and who have improved their punctuality, will be entered in to weekly and termly punctuality and attendance rewards

Thank you for your continued support in helping us to raise standards and expectations.

Yours faithfully



Mrs E Green
Acting Deputy Head



Interim Headteacher: Mr A Edwards

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