20th October 2022

Dear Parent/Carer,

Re: Punctuality

As we come to the end of the half term we would like to remind all students and parents that students should be onsite by 8.45am. This will allow students to access something to eat and drink on their way to Keyworker Time at 8.50am.

It is very important that students establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

A student that is late but arrives before 9.15 will receive an (L) code which is authorised lateness, if they arrive after 9.15 they receive a (U) code which is unauthorised. However, the school will only enter an L code if the reason given for lateness is acceptable. We appreciate that there are times when the traffic will increase arrival times as this can affect staff as well as students.

If there is anything we can do to help support getting your child into school on time, please do not hesitate to contact me.

Yours sincerely,



Vicky Essex

Headteacher