

Dear Parents and Carers.

Start of the School Day

When we return to school on Monday 24th February we will be making a number of changes to the morning routine. Please look for opportunities to discuss these changes with your child before they come back after half term. We have already shared this information with students in school, but a reminder at home would be much appreciated.

1. **8.20am:** To help support students with any last-minute uniform issues, we will be opening doors into the refectory at 8.20am for those who require student services. This will give students a few extra minutes to address any uniform concerns before tutor time begins. Whilst we cannot solve all issues relating to uniform, we do have spare items to loan to students including ties, blazers and school shoes. Please encourage your child to take responsibility when their uniform isn't quite right and make us aware of any problems at this time so we can support them accordingly.
2. **8.25am:** The first school bell of the day will now sound at 8.25am as per our school Attendance Policy. All students should be on the quad, through the green gates on site at this time. This is a clear indicator to students they should make their way from the quad to tutor time. Students should enter the building from the quad through the refectory doors. We would like to remind you that students should be on site no later than 8.25am each day to ensure they are fully prepared to begin their school day promptly. Any students arriving later than this will be asked to sign in via main reception and will be issued with a same day breaktime detention of 15 minutes.
3. **8.30am:** The school bell will sound again to indicate that tutor time has started. Students should be sat in tutor time and ready to follow the Suthers Schedule led by their form tutor.

Each year group will have one formal assembly each week. On their allocated day, students will be expected to line up on the quad where their form tutor will meet them and lead them into assembly, again students must be on the quad and lined up alphabetically for the register no later than 8.25am. Assemblies will start at 8.30am.

Punctuality to Lessons

Punctuality is essential in creating a positive and productive learning environment. When students are late, they miss valuable aspects of the lesson, which can affect their understanding and overall progress. Poor punctuality not only disrupts the learning environment, but it can also cause distractions for both teachers and fellow students. Arriving on time also helps students develop important life skills such as responsibility and time management, preparing them for the world of work.

In the event of a student arriving late to a lesson without a valid reason/note, they will be collected by On Call staff and taken to C13.

C13 is a teaching space that will be staffed at all times by a member of the school's leadership team. The student will remain there for the duration of that lesson. At the end of the lesson the student will return to mainstream lessons and continue with their day. Should a student arrive late to lessons twice in one day they will spend the remainder of that day in C13. Failure to comply with the request to attend or remain in C13 may result in further consequences.

We appreciate your cooperation in reinforcing the importance of being prompt to school and punctual to lessons as it directly contributes to your child's success and fosters a sense of self-regulation and self-discipline.

Thank you for your continued support.

Yours sincerely,

Phil Hunt
Assistant Head Teacher for Behaviour and Standards