



## Re: Punctuality

Dear Parent/Carer

As we move into 2022, we are continuing our efforts to improve Meden School. Now that we have a standardised start for all our students, we expect them all to be on the school site for the start of the school day at 8:50. The member of staff on duty will close the gate at this time, signalling the start of school. This ensures that students can be registered quickly, ensuring they are safe in school, whilst also providing students time to engage with their “tutor time” in a positive and productive manner.

The punctuality of our students is usually amazing and contributes to a great working environment within the school. There are, however, some students who are consistently late to school. I would like to take this opportunity to clarify how we plan to improve punctuality to school for the benefit of all our students.

If a student is late to school they will receive a break time late detention on the same day, lasting for 15 minutes. We will notify you by text that your child was late to school that morning. If they are late again that week, or they miss their break time detention, they will be set an After-School Detention, which will last for 25 minutes. If this happens you will be notified of the exact date and reason for the detention.

As a school we want to support you and we understand that sometimes being late is unavoidable. If there is a genuine reason for your child to be late to school, please let reception staff know, or contact the main reception, and we will not set the detention.

Thank you for your ongoing support.

Yours faithfully

Mr. D Penman

Assistant Headteacher Behaviour and Standards