



16th January 2024 – 4th Rajab 1445AH

Dear Parents/Carer

Assalaamu Alaikum – 'Peace be upon you

Re: Punctuality

We are writing to all parents to emphasise the importance of being in school on time as recently there have been numerous incidents when parents are routinely arriving at **8.05am** or later and collecting their children at **3.15pm** or later.

School starts at **8.00am** every day. Pupils need to be in their class line at **7.50am** so that they can start their lessons promptly. Pupils who arrive late are greatly disadvantaged as they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that pupils 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. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies. We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

Pupils who are late to school after 8.00am will be issued with a 30 minute late detention after school on the same day.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to see your child's Head of Year.

Please keep in mind that Breakfast Club is available to pupils from 7.30am.

Mr Saleh Islam
(Vice Principal)

