



Thursday, 18th September 2025

Dear Parents,

Re: Pupil Punctuality and the Importance of a Timely Start

We hope this message finds you well. We would like to take a moment to talk about the importance of punctuality in helping our pupils make the most of their school day.

Form class begins promptly at 7:45am and runs until 8:00am. This time is incredibly valuable as it sets the tone for the day, includes important updates, and provides structured tasks to help pupils start their day with focus and purpose. We kindly ask that all pupils arrive on time so they can benefit fully from this session. Pupils arriving after 8:00am will be marked as late, and we will work with them to encourage better habits in line with our attendance and behaviour policy.

Similarly, after break times and between lessons, we play music to signal the start of the next class. The music lasts for three minutes, giving pupils ample time to return to their classrooms. We encourage all pupils to use this cue to be punctual. If a pupil is not in class by the time the music ends, they will be marked as late, and while we will support them in improving their timeliness, they will also be subject to the appropriate sanctions.

Maximising every minute of lesson time is essential for academic success, and we truly appreciate your support in reinforcing this message at home.

We also want to take this opportunity to celebrate our pupils. They are generally fantastic, and we are proud of their efforts. To further encourage punctuality, we are developing a rewards system that will recognise and celebrate those who consistently arrive on time.

Thank you for your continued support. Together, we can ensure that every pupil gets the best possible start to their day.

Warm regards

Mr. Scott Holden
Head of Secondary