

Friday, December 2, 2016

Dear parents and carers

Re: Punctuality to school

The vast majority of students arrive at The King's on time and prepared for their learning – this is excellent. As part of our commitment to safeguarding the young people in our care, attendance and punctuality are monitored very closely throughout the day – and phone calls (or text messages) to home are made whenever a child is absent or late without advance notice from parents or carers.

We know that most parents instil in their children the importance of being at school on time; in order to support you, we have introduced two warning bells in order to ensure that our students are given every opportunity to arrive at their first lesson on time. As a school, we expect every student to be on site by 8:30am and in their classroom for period one for the start of the lesson at 8:40am - warning bells will sound at 8:35am and at 8:37am in order to help students.

As you are already aware, the school day begins at 8:40am – any student arriving at their first lesson after this time will receive a late mark and its associated sanction. As a reminder any student who arrives after 8:45am will receive an unauthorised late mark (unfortunately, these are counted as unauthorised absences and can, in extreme cases, lead to the issue of a penalty notice by the education welfare team). A child who arrives 5 minutes late to school every day would accrue a total of 950 minutes of "late marks" – in the eyes of the law, this is the equivalent to playing truant for almost 4 days of the year. Punctuality is crucial in order to ensure that period 1 has a smooth start and that those who have arrived at school on time are able to make immediate progress without their learning being interrupted by latecomers who may have missed crucial information in their absence.

There is a lot of medical and educational research which guides us to encourage children to eat breakfast. At The King's, we have a fabulous breakfast club which sells a range of foods from cereal and toast through to a full cooked "English breakfast". Breakfast can be purchased between 8:15am and 8:30am.

As ever, we would like to take this opportunity to thank you for supporting the school and your child in order to ensure that we can continue to support all of the students in our care to achieve the very best results possible.

Yours faithfully

Sarah Milne Assistant Headteacher – Student Welfare

