



West Park

'A caring school where we put pupils and their achievement first'

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Dear Parent/Carer

At West Park we constantly encourage the development of skills and qualities within pupils that will be essential to them, not only throughout their school life, but in helping them to be a valuable and employable asset to colleges and businesses in the future.

One of these qualities is punctuality and we consider it imperative that pupils arrive to registration and to each lesson on time. Not only does this ensure that they are not missing important information and lesson content at the beginning of form time and lessons, but also helps develop and instil this essential quality within pupils. In addition to this, poor punctuality disrupts the lesson on entry affecting the learning of the other pupils in the class.

To award good punctuality E-praise points are given to pupils on a weekly basis. Pupils who have excellent punctuality and attendance are also put forward for our termly Trilathon award.

At the moment we have a number of pupils who are failing to see the importance of punctuality. Could we please ask you to have a conversation with your child about the importance of punctuality.

Outlined below are the school's new sanctions and procedures for pupils who are persistently late:

- **Spot punctuality checks** – minimum of one day a week a spot punctuality check will take place and all pupils late to registration will be detained after school until 4.00pm that day.
- We will inform you via e-mail if your child reaches an average of three lates per week or more. If their punctuality does not subsequently improve, they will be issued an after-school detention, and a further e-mail will be sent to you. Pupils still not improving punctuality after this point will be placed in 5.00pm detentions.
- Pupils who acquire three late marks to lesson over the course of one week are issued with a punctuality report. If once on report punctuality does not improve, they will be placed in an after-school detention.
- Any pupil receiving 8 or more late marks to lesson in a week will be placed in a 5.00pm detention for persistent lateness.

As always, we thank the vast majority of pupils who are regularly on time to registration and all of their lessons.

Thank you in advance for your support with this matter.

Kind regards

J Clamp

Miss J Clamp
Assistant Head