



Dear Parents/Guardians

March 2018

We are writing to inform you of our updated punctuality procedures. Ministry of Education guidelines expect students to arrive at school at **7:45am** for form class so they can receive important work, vital information, and news for the day.

1. At the beginning of the school day a warning bell will sound at **7:45am**
2. Pupils go to **form** class for registration
3. At **7:50am** a second bell will sound to signify the beginning of registration time
4. If your child is not in registration at this time they are **classified as late**
5. Pupils can still go to **form class** before 8:00am
6. **All gates in school will automatically LOCK at 8:00am**
7. The **ONLY access will be through the main gate at the front of the school**
8. Students arriving **after 8.00am** will have to obtain a **LATE SLIP** from the **LATE ROOM** before proceeding to morning Assembly
9. Pupil will give the **LATE SLIP** to their Form Teacher
10. Students arriving **after 8.20am** will have to **remain in the LATE ROOM until the start of the next lesson**

Please be reminded that students should always bring a note if they are late to school.

If your child arrives to school late:

- **Stage 1: First time Verbal warning**
- **Stage 2: Second time Parent meeting, letter signed and Detention given**
- **Stage 3: Students will remain in the Late room to be collected by their Parents**

Coming to school every day is very important because it ensures the child reaches their full potential and teaches them to value education and learning. Ongoing lateness will affect a student's attendance and may impact on a student's eligibility for promotion the following year. Please make sure your child is on time for school each day.

Yours sincerely,

Edward Bantry-White (Head of Secondary School)

Eileen Addis (Deputy Head)

Parent Reply Slip for Punctuality Letter

I have read the above letter and I agree with your updated Punctuality procedures.

Name of Student: _____ Class: _____

Parent Signature: _____ Date: _____