



St Peter's Church of England Middle School



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9th March 2017

Dear Parents/Guardian

Punctuality is very important to us as a school and it is an important attribute for our students to learn for their future in further education and work life.

Most of our students are on time every day and are ready to learn, but we want all our students to be able to achieve that.

For this reason, we are going to implement a morning late policy and hope that you will support us in our endeavour.

The morning routine is designed as follows:

8:25am	School opens – students are expected to be on site.
8:30am	Students are expected to be in their registration groups
8:40am	Assemblies start

If they arrive after 8:30am they will be marked late in their register. The official closing of the register is set at 8:55am. Any student who arrives after 8:55am will be marked absent. Therefore they will not receive a present mark for the morning session; this will result in an unauthorised absence.

We expect all our students to be on time every day.

We will check our registers and you will receive notification via text message if your son/daughter has been late during the week. Every late will receive a 15 minute detention after school the following Monday. This means for example 45 minutes if a student has been late 3 times during that week.

We plan to implement this procedure from Monday 13th March and we appreciate your support and co-operation on this matter.

Yours sincerely

Mrs Sayer
Assistant Head

Mrs Hardy
Pastoral Lead