

Wednesday 1st February 2023



Dear Parent / Carer,

Eastbrook School

In line with our attempt to raise standards and expectations of the whole community, from Monday 6th February 2023 we will be enforcing our expectations regarding punctuality with greater rigour.

We all know the importance of punctuality in all aspects of our lives, for all of the students in only a short time it will be critical to their success when they take public examinations. On a more immediate basis the impact for the students who arrive late and for those in the class who have their learning interrupted, can be the difference between success and failure in a course. We are aware that there are a few occasions when being late may be unavoidable, but these are rare. The habit of being on time is a key characteristic for success in life.

To support our students to achieve success, we will from **Monday 6th February 2023** put in place systems to promote punctuality to school.

This will mean that:

- All students need to be in school by 08.30 this will allow everyone to be at their line location for 08.35
- At 08.35 the school gate will be closed - this is the time that line-up starts.
- Students who arrive after this time will automatically receive a Late Detention of 15 minutes, with their Head of Year to be served that day.
- Students who arrive late more than once in a week will receive an additional detention of one hour on the Friday of that week.
- Students who arrive after the school register has closed at 09.00 will automatically receive a 30 minute detention that day.
- Should they arrive after the register has closed twice in one week they will also receive an hour's detention on the Friday of that week, plus we will ask for a parent or Carer to attend a meeting to discuss the concerns.
- Parents / Carers of students who are persistently late could receive a Fixed Penalty Notice.
- Punctuality is something that is asked about in references for both employment and college/sixth forms, so is an area that can affect students' choices post-16.

Should you have any questions, please contact me to arrange an appointment.

We hope we can work together to develop this crucial characteristic of success in all our students, in order to prepare them for a successful future.

Yours sincerely,

Renuka Watal  
**Deputy Head**