HEADLANDS SCHOOL
SINCE 1965

Dear Parent/Carer

We are writing to all families to emphasise the importance of arriving in school on time as we have seen a small, but significant increase in students arriving to school late in a morning.

The school day starts at 8.25am every day; students need to be in their tutor room at 8.30am so that they can start their day and tutor time activities promptly. Students who arrive late are disadvantaged because they miss starting the day with their peers and also our tutor time curriculum offer. We also believe it is important that students establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that is best developed whilst they are young.

With this in mind, we have adapted our current procedure to include the following:

1.   The school day starts at 8.25am when a bell will sound.

2.   The late bell at 8.30 am will sound, from this point onwards students arriving in school or tutor time will be marked as late.

3.   The back entrance gate on Martongate will now close at 8.35am daily.

4.   Parents will be informed daily if their child has received a late mark and we ask parents to support the school in discussing punctuality with their child.

5.   If a student receives 2 late marks in 1 week they will be issued an after school SLT detention with Mr Edwards on a Friday evening. The duration of this detention will be 30 minutes for every late mark received that week.

We understand that there may be rare occasions when a student is unavoidably late due to unforeseen circumstances, on these occasions please make sure that you contact the school office on 01262 676198 or admin@headlandsschool.co.uk to inform us.

Students will not receive late marks if they arrive late on any of the school buses.

Thank you for your continued support,

Miss B Brown

Deputy Headteacher - Student Character

:PRIDE :ASPIRE :RESPECT