



## Joseph Leckie Academy

June 20<sup>th</sup> 2019

Dear Parents / Carers

I am writing to remind you about the importance of really good attendance and punctuality for our students and that we will be emphasising this to students during this week and next. Lack of punctuality affects learning and behaviour, not only of the student who is late, but it has an impact on all other learners as the teacher is required to recap on missed learning for those who arrive late. This reduces learning time for the rest of the class. This is true for all lesson times and this will be the focus over the coming weeks.

Punctuality is also a key life skill which must be learnt at school and adhered to. Employees who are regularly late to work lose their jobs. In the work place you cannot arrive at the start time, you must be in the work place prior to the start time and ready at your desk or work station for the official start time. This principle holds true in school.

In order to support students' understanding of the need for good punctuality, senior staff will be identifying any student that is late for any timetabled session, which includes form time. If a student is found arriving late to any lesson, they will be issued with a detention.

At Joseph Leckie Academy our expectation is that all students are in their form rooms or assemblies at 8.35am. Therefore, those students who enter our gates at 8.40am or later are late and as such, duty staff will take their names and they will be placed in a 30 minute lunchtime detention.

If your child is late to a lesson you will be contacted by phone or text to inform you that they have a 30 minute leadership detention after school, on that day. If a student fails to attend the detention, the detention will be doubled to one hour and will take place the following day. Should a student fail to attend this detention you will be invited into the Academy to discuss the punctuality of your child and possible further sanctions.

This is not a change to the current rules and sanctions, but we feel that it is necessary to remind students and their parents that lateness to the Academy in the morning and to lessons will mean that a detention will be given.

Please would you support your child by reminding and reinforcing at every opportunity that being on time in the mornings and to all lessons is very important.

May I thank you for your continuing support in helping to further improve our Academy.

Best wishes

Yours sincerely

Keith Whittlestone  
Principal

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