



10<sup>th</sup> December 2024

Dear Parent/Carer

I hope this letter finds you well and thank you for your continued support of our school.

I contacted all parents/carers a few weeks ago regarding punctuality to lessons and this is something I am focused on improving with our students in all years once the new term begins on Monday 6<sup>th</sup> January 2025.

Regular attendance and timely arrival to lessons are essential for your child's academic progress and overall well-being at school, and these are areas which post-16 providers and prospective employers always ask us to comment on during the application process when we are requested write a reference for any student.

To improve punctuality to lessons, the school timetable was changed to add 5-minutes movement time after Registration, in-between Period 1 & 2, and again between Period 4 & 5. I understand that occasional delays can happen, but repeated lateness can disrupt not only your child's learning but also the learning environment of other students. When a student arrives late to their lessons, they miss valuable learning time, which can affect their understanding of the subject matter and their ability to keep up with the rest of the class. Furthermore, this could result in gaps in their learning which may disadvantage them in their final examinations.

I kindly ask for your support in addressing this matter by encouraging your child to arrive to each lesson on time. If there are any circumstances contributing to their lateness to lessons, I would appreciate it if you could let school know so that we can work together to find a solution.

To address this area, and to make it clear to all students and their parents/carers, from 6<sup>th</sup> January 2025, the following action will be taken:

- **3 late to lessons in a half term = 30 minutes detention**
- **6 late to lessons in a half term = 30 minutes detention**
- **9 late to lessons in a half term = 1 hour detention.**

Should this happen, Heads of Year will contact parents/carers of the student concerned and invite them into school to discuss their punctuality to lessons, with their child present. Every three instances of late to lesson after this time will result in a 1-hour detention.



Please see below for a reminder of the timings of our School Day

8.38 am	Movement Bell
8.40am – 9.00am	Registration / Assembly
9.00am – 9.05am	Movement Bell
9.05am – 10.05am	Period 1
10.05am – 10.10am	Movement Bell
10.10am – 11.10am	Period 2
11.10am – 11.35am	Break
11.35am – 12.35pm	Period 3
12.35pm – 1.10pm	Lunch
1.10pm	Movement Bell
1.15pm – 2.15pm	Period 4
2.15pm – 2.20pm	Movement Bell
2.20pm – 3.20pm	Period 5

Please feel free to contact school if you have any concerns or if school can offer any assistance in helping your child improve their punctuality. We are committed to supporting every child's success and ensuring that they make the most of their education at JFCS.

Thank you for your attention to this matter. I look forward to your continued support.



Mr I Hampton  
Assistant Headteacher