



Dear Parents, Carers and Students,

Excellent punctuality to school is extremely important as it creates good habits that are important for work and life but also allows learning to take place without interruption.

Currently there are too many pupils late to school. We need to work together to stop this as it is impacting learning. Pupils are expected to be in the building at 8:25am for an 8:30am start. This is the time at which the teacher begins the lesson and the time at which most of our Golborne pupils are sat down with equipment out ready to learn.

If a child is late, even by just a couple of minutes, they interrupt the lesson that has already started. The teacher must stop teaching, close their whiteboard, mark the latecomer as present, record a late mark, provide books and/or resources and re-explain what the lesson is about. Quite often, this interruption to the flow of a lesson can happen two or three times. It is not good enough and unfair on the families who ensure their children are on time every day. We understand there may be very exceptional circumstances and that is a discussion to have between the parent and the child's form tutor or Head of House. Our aim is for all pupils to be **on time, first time, every time**.

We will report a late to you via text message on the morning of the lateness and all teachers endeavour to follow this up with a top 100 point being deducted for punctuality. Together, we need to ensure that all our learners are in good habits, so we are introducing a punctuality strategy straight after half term. It is very simple and easy for pupils to follow.

- The front gates will be locked as usual at exactly 8:30am.
- Pupils arriving late after this time will be issued with a late slip.
- **They must show the slip to their period 1 teacher and then take the slip to their allocated room at the start of lunch (1:05pm) to provide a reason for their lateness to school.**
- If the reason is not valid (overslept/alarm did not go off etc) they will be asked to stay for 30m.
- The late slip will be taken from them and recorded.
- If a child is late twice on the same week, they will be issued with an immediate after school detention.
- **If a child does not present to period 1 or to their lunchroom with their late slip, the afterschool detention will automatically be issued**

We are hoping this is more of a deterrent than a sanction and with your help, we can stop any interruption to learning through pupils being late. There will also be a weekly draw to reward good punctuality and a half termly draw for all pupils with 100% punctuality.

I have included a pupil friendly version of our strategy overleaf so it is clear to all.

Your sincerely,


Miss R Hugill












Assistant Headteacher

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If you are late to school

 **Golborne**
HIGH SCHOOL

-  School gate locks at 8:30am prompt and **ALL LESSONS** begin
-  Walk to main reception and form a queue in silence
-  You will sign in and the number of minutes late is recorded and texted home
-  You will be given a slip with time of arrival which you show to your teacher – late mark issued
-  At the **very start** of lunch you go to your House room without having to be collected
-  You **SIT IN SILENCE** at a table until you are seen
-  **YOU GIVE YOUR HEAD OF HOUSE YOUR LATE SLIP**
-  **YOU MUST PROVIDE A VALID REASON FOR YOUR LATENESS**
-  The Head of House will record your excuse and determine how long you must stay for
-  If you are late again in the same week you will have an immediate after school detention
-  If you do not go to your House room you will have an immediate after school detention

On time – First time – Every time

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