



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

Dear Parent / Guardian,

Please see below our school 'Punctuality Policy'. All pupils have been made aware of the importance of being punctual to school. Arriving to school for 8:45am ensures that your child is ready to learn and prepared for success.

St Robert of Newminster Punctuality Policy

Punctuality to school:

1. The school day begins at 8:45am when the first bell rings.
2. Any student arriving to school after 8:50am must sign the late book.
3. Student office will send a text message to parents on the day to inform them that their child was late for school (this does not apply to late buses or extenuating circumstances in which parents have informed the school of an issue)
4. If the pupil is late on a second occasion in the same week, then they will be issued with an after-school detention the following evening from 3:20pm – 4:00pm (if the second occasion is a Friday, then the detention will be issued for the following Tuesday).
5. If any pupil fails to attend their allocated detention, then they must complete the detention the following evening.
6. Persistent punctuality issues will lead to parental meetings with Heads of House/Leadership Team (at the discretion of the HOH)
7. If they fail to complete this detention, then the punishment will be escalated to a Senior Leadership detention from 3:20pm – 4:30pm detention.

Thank you for your support in this matter.

Yours sincerely,

Mr A Davis
Assistant Head Teacher

