



St Robert of Newminster Catholic School and Sixth Form College

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Head Teacher: Mr D Juric
Chair of Governors: Miss A Nichols

27th November 2023

Dear Parent/Carer,

Attendance and punctuality are of paramount importance in ensuring every child reaches their potential at school. The majority of students at St Robert's have excellent attendance and punctuality and are consistently meeting the Gold Standard Behaviour expectations. However, a small minority are late too often to lessons, and this disrupts their learning and the learning of others. The importance of being punctual, keeping to the left when moving around the school and walking sensibly but with pace and purpose will be re-emphasised to the students by their tutors at the start of every week. We expect that following these reminders all students will make a concerted effort to get to all lessons on time.

Students who meet the Gold Standard Behaviour expectation of "getting there and on time" on a consistent basis will be recognised and rewarded by staff with achievements points, postcards and they will be entered into a prize draw before Christmas.

If a student continues to be deliberately late, they will be spoken to by a Pastoral leader, sanctioned, and parents/carers will be notified because:

- Being late is the same as being absent, if you are ten minutes late you are absent for ten minutes. This is a Health and Safety issue.
- Being late to lessons is disrespectful to staff who are teaching that lesson.
- Being late to lessons is disrespectful to the students in the class who have arrived on time and disrupts their learning when you arrive.
- Students who are regularly late to lessons miss out on learning.

Please can all parent/carers support this focus by speaking to your child about the importance of always being punctual.

Yours sincerely,

Mr McHale
Senior Assistant Headteacher

