



WICKERSLEY SCHOOL AND SPORTS COLLEGE

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HEADTEACHER: Mr T Hardcastle

Our ref: THA/LHE

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Dear Parents and Carers,

I am writing to underscore the significant role **punctuality** plays in your child's daily learning and long-term success. We know that getting out the door on time every day can be a challenge, and we value your partnership in establishing this essential habit.

Why Punctuality Matters

Arriving on time for every lesson is not just about following rules, it's about ensuring the best possible educational experience for your child and their classmates.

- **Maximises Learning:** When a student is on time, they do not miss important instructions, starter activities, or discussions, allowing them to engage fully from the moment the lesson begins.
- **Minimises Disruption:** Late arrivals interrupt the teacher and disrupt the focus of students who are already settled, slowing down the pace of learning for everyone.
- **Builds Life Skills:** Developing the habit of being on time is a core **life skill**. It prepares students for the expectations of further education and the workplace, where consistent timeliness is crucial.
- **Ensures Safety:** Prompt arrival allows us to take accurate attendance registers quickly at the start of each lesson, which is vital for **safeguarding** and ensuring all students are accounted for.

Our Expectations and Support

We understand that occasional lateness can happen. However, persistent lateness will require action to help your child form better habits.



Our process for addressing repeated lateness is designed to be clear and supportive:

Lateness Stage	Communication & Action
Weekly Tracking	An email is sent home every week detailing the number of times your child was late to lessons.
First Intervention	An automated text is sent on Monday confirming a mandatory after-school detention will be held on Tuesday in the G Block canteen.
Escalation	Failure to attend the Tuesday detention, or being late to it, will result in an internal isolation the following day.
Continued Concern	Persistent issues will lead to the involvement of our Pastoral Team and a required meeting with parents/carers to develop a joint action plan.

Thank you for your continued support.

Yours sincerely,



T Hardcastle
Headteacher