



# Kirkby High School

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7<sup>th</sup> May 2021

Dear Parent/Carer,

You will be aware of the importance that Kirkby High School places on good punctuality and attendance. Our slogan "Don't be late, be here for 8.38" is now commonly used both in our school and around our community. We have continued our push on punctuality since our return in March and now that we have lowered rates of poor punctuality I am sending this letter to all students so all parents are aware of some amendments to our systems taking place from Monday 10<sup>th</sup> May 2021.

- Our school bell is aligned to our school clock on the front of the building and the school doors and gates close at 8.45am. Any student who is not inside the school by that time are deemed to be late for school.
- We place attendance mentors in the reception area of school after this time to ascertain the reason why a student is late for school and to support in improving their punctuality.
- If a student is late without an acceptable reason, they complete a detention during their break time. It is unacceptable for a student to miss this detention.
- If a student fails to attend their break detention, they will be collected after break and will be isolated for the rest of the school day and complete their 20min detention after school. During this isolation period students will complete curriculum appropriate classwork. This time will also be used to educate and support any barriers to punctuality.

I am sure that, as a community, we understand the need for students to learn good punctuality as part of their preparation for further education and apprenticeships. The system that we have in place provide opportunities for us, as a school to support your son/daughter with their punctuality.

Please accept my thanks for your support in lowering the volume of students who are arriving late to school. This has given us the opportunity to refine our systems.

If you would like any support and guidance with punctuality or attendance, please contact our attendance team at school.

Kind Regards

Paul McKendrick  
Deputy Head Teacher  
Kirkby High School