

Bournville School and Sixth Form Centre Leading Edge, Business Enterprise and Music College

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Headteacher: Mrs Barbara M Easton MA



where learning leads to great opportunities

16th November 2011

Dear Parents/Carers

Punctuality Matters!

We are again working to improve Punctuality both to school and during the school day. We would appreciate your support with this to ensure that all students arrive at school on time and ready to work.

Employers regularly ask us to comment on pupil attendance and punctuality and it is vital that we develop good habits early in all of our students.

With this in mind we would like to remind you of our expectations of all students and the rewards and sanctions that are currently in place.

School starts at 08.40; this means students must be actually sitting down in their classrooms at this time. Students walking through the school gates at 08.40 will therefore be late as it is impossible to get up the drive in time for the register. Students need to be on time for registration as during this time they have Tutorial and important information and notices are shared. Any student arriving after 8.40 will be marked as late and will be expected to stay behind at the end of the school day with their Form Tutor for 10mins to make up the time missed.

Students who arrive after 08:47 should report to Elgar Office and sign in. They will by now be missing lessons and a late arrival can disrupt the learning of the other students in the class as well as their own. Students who are later than 08:47 will be given a 'late detention' for the same day. This will take place on a daily basis, parents are contacted through text, please can you inform us of any changes to your mobile numbers.

Thank you for your support in ensuring that all our students maintain the high standards that we expect.

Yours sincerely

Mrs S Douglas
Assistant Headteacher

