



Quarrydale Academy

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18th March 2025

Subject: Punctuality and New Procedures, Mobile Phone reminder

Dear Parents/Guardians,

We would like to take this opportunity to thank you for your ongoing support in ensuring excellent school attendance. We are really pleased with the whole-school attendance rate, as regular attendance plays a crucial role in preparing students for their next steps in education and beyond.

However, we have noticed that some students are regularly arriving late to school. While we understand that there can be genuine reasons for occasional lateness, persistent lateness can become a bigger concern. To reinforce the importance of punctuality, we are implementing the following changes:

New Punctuality Procedures (Effective Immediately):

- School gates will now lock at **8:30am** to allow students five minutes of on-site movement time to reach their tutor rooms.
- Tutor time begins promptly at **8:35am** and students should be in their tutor base and lined up by this time.
- Any student arriving after 8:30am will need to enter through the main reception.
- Students arriving after tutor time has begun must sign in at the late gate.
- If a student is late twice in one week, they will receive a same-day break-time detention to be completed with Heads of Year.

If there is a justified reason for lateness, no sanction will be issued.

If punctuality continues to be a concern, the following steps may be taken:

- Student placed on punctuality report.
- Phone call home to discuss reasons for lateness and support to be offered.
- Parent meeting or punctuality contract to identify ways lateness can be addressed.



- 1:1 same-day discussion with Safeguarding, Attendance, Pastoral Support Officer (PSO), or relevant staff if there is a concern or unidentified need. This will be to offer support and remove barriers to attending school.
- 30-minute same-day central detention will be issued for students who are late four times in one week.

We appreciate your cooperation in ensuring that your child arrives at school on time each day. Establishing good habits of punctuality is essential for their academic success and future responsibilities.

If you have any concerns regarding your child's attendance or punctuality to school you can contact their tutor, Head of Year, Pastoral support Officer or the Attendance team. There is a wide range of support available.

Mobile phones.

We would like to take this opportunity to also remind you that our school operates a **mobile-free policy**, meaning that students should not be seen using their mobile phones at any time while on site. Mobile phones can be disruptive to the school environment, and students do not need them during the school day. If students are seen using them, they will be confiscated as this is part of the school behaviour policy.

If you need to get an urgent message to your child, please contact reception, and we will ensure that the message is delivered to them in their lesson and if they need to make contact with you urgently we will support them to enable this to happen.

We encourage students to check their timetables before school each day to ensure they are prepared for the day ahead. Should they need any additional information, they can seek guidance from their tutor or Student Services.

We appreciate your support in reinforcing this policy, helping us to maintain a focused and productive learning environment for all students.

If you have any concerns or require further clarification, please do not hesitate to contact us.

Thank you for your continued support and cooperation in ensuring that pupils are attending school regularly, on time and ready to learn.

Kind regards,

Mrs Maddison

Deputy Head Teacher.

