

Hawkey Hall High School

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Headteacher: Mr M. Klinck



'The school's work to promote pupils' personal development and welfare is outstanding'. (Ofsted)

Wednesday 20th November 2023

Adaptations to our processes relating to punctuality from Monday 27th of November

Dear Parents / Carers,

I am writing to update you regarding the systems in school to improve attendance and punctuality. As you will be aware your child's attendance is extremely important and as a school, we want to support your child in arriving to school ready for learning and the day ahead. This is emphasised through our rewards structure, through year group assemblies and by constantly challenging lateness in school. We also have a dedicated attendance mentor and student support officers that support this aspect of school provision, working with individuals and groups.

The vast majority of our students arrive on a timely fashion and will continue to do so. These adaptations are to ensure that all students conform to our expectations. They will commence from Monday the 27th of November.

Expectations - Punctuality

Children should arrive at school by no later than 8.38 am which is just before the first warning bell that sounds at 8.40. At 8:45am a further bell will sound to notify children that the school day has begun. Any child entering the school after 8:45am will be recorded as late and parents/carers will receive a notification via Arbor.

Sanctions

Children will also receive a 15-minute detention during breaktime, if your child fails to attend the detention, they will then receive a 30-minute detention after school that evening, once again, you will be notified that your child did not attend, and a further detention has been issued. I led an assembly yesterday with all of the students to explain all aspects of these changes.

Cyclists

From Monday, Year 7 cyclists will also need to enter through the back gate and use the bike shed adjacent to PE to store their bikes. This area is supervised on entry and exit to the site by site and senior teaching staff. Any cyclists that are late will now be asked to put their bike in the bike shed next to A Block (previously used by Year 7). This will be the last area to be unlocked at the end of the day after all pedestrian students have left the site.

Early arrival

If your child wishes to come in even earlier they are welcome to do so. The main canteen is open before school. You may be aware that our catering contractor, Innovate, provide all children with free porridge (with toppings) in the main canteen every morning, this is provided from 8.15 am.

The importance of the Engagement Period

We will be constantly reinforcing with children in all year groups the importance of being in school on time using the slogan "Don't be late, be here by 8:38!" Punctuality is hugely important in ensuring that your child makes as much progress as possible in school. The engagement period in the morning is also an essential part of the school day when students attend assembly, develop reading skills, reflect on expectations and complete self-reflection with their form tutors. Student leadership meetings and PSHE student voice groups also take place at this time. On Thursdays and Fridays, depending on their year group, students carry out a

debate task, reflecting on a specific topical issue. Students also receive key information relating to the day, including information relating any room changes, after-school interventions and enrichment. For some Year 11 students the period is also used for targeted sessions in a variety of subjects. Students that miss even part of engagement time are at a disadvantage.

Finally, I know from experience the challenge of being a working parent with different responsibilities. However, I would really appreciate our support in this matter by reinforcing these key messages and doing everything possible to ensure your child is on time for school and understands the importance of punctuality to help them to prepare for the next phase of their education and the world of work.

Thank you for your ongoing support.

Yours sincerely,

Mr. M Klinck
Headteacher



Hawkey Hall High School (Public Group)



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