



John Mason School

Excellence through creativity

Headteacher: Sarah Brinkley

Dear Parent/ Carer

Punctuality Push January 2017

Thank you for your support in ensuring that your child arrives at school promptly and is ready to learn.

Students are expected to be in registration rooms (tutor bases or assembly) when the second bell goes at 8.30am. They are expected to be on site by 8.25 when the warning bell goes to enable them time to move to tutor rooms from lockers/friends and social spaces.

From Monday 16th January 2017, we will be starting our new punctuality protocol. This will be needed as the school will have the new gates fitted. The gates will provide a safer school for our students.

If a child is late (arrives after 8.25am), they will need to enter the school via the central office/ main reception as the schools gates will be locked. Here, names will be recorded and the amount of minutes late will be recorded and added to any minutes that the student is late to any lessons throughout the week.

Students will then be expected to sit a lunch detention for the total amount of minutes late (to school and lessons during the day). Detentions will be organised by student managers and Student Services but sat with Pastoral Year teams via the Head of Year.

If a child fails to complete or attend the detention, or their total time is over 30 minutes then this will become an after school 1 hour detention with their Head of Year/ Tutor team.

If a student fails to complete or attend the after school detention, or if the total minutes late is over an hour, students will be issued with an SLT (Senior Leadership Team) 2 hour detention on a Friday.

In addition, to prevent persistent lateness, any student who is late to school 3 times in one week will automatically receive a Friday SLT 1 hour detention.

Should your child be late for a valid reason, please ensure that they either have a note or that you have contacted the school to inform us.

Students who arrive by a bus that is late will be exempt providing they go straight to their tutor period.

Many thanks for your continual support,

Mr M Davies
Assistant Headteacher