



Date: Thursday 13th February 2025

Our ref: ELO/sjt

Dear Parent/Carer,

Re: Punctuality of our Students- Sixth Form

I am writing to share with you a change we are making to help improve the punctuality of our students to lessons and to school in Sixth Form. Currently students sit a break time detention on the day of being late to school, there is no current sanction for students who are late to lessons. Research proves that detentions do not serve as the best deterrents at Sixth Formers. Therefore, I am introducing the following system. If a student is late more than 3 times in a week either to lesson or to school, they will attend a school community give back session on a Friday, this will be called Friday catch up. It will run from 3.20pm - 4pm and be led by Mrs Owen, Head of Sixth Form. Students will, in the first instance, support in cleaning and clearing the sixth form common room which is routinely left in a messy state. Students will then support and give back to the school community completing other jobs which need to be done. We are aware that situations can arise, and families have incidents which cause students to be late. Parents and Carers at St Bernards are very good at sharing any on-going issues. These changes will not affect students who have known reasons for being late such as medical issues. We will not accept phone calls from parents explaining lateness as the new system will allow up to two lates a week either in the morning or to lessons, therefore there is an in-built grace period.

This change will take place after February half term, students will be made aware of the full details of this in their first assembly back after half term. We look forward to seeing this take effect and reduce the amount of lates to lessons and to school. Thank you for your continued support.

Kind regards,

Mrs Owen
Assistant Head Teacher