



Head of School: Mr. A Blake

Dear Parents and Carers,

As we reach the end of this half term, I would like to thank you for your continued support and to share key information for the term ahead.

Attendance and Punctuality

We are continuing our focused drive on improving attendance, particularly for Year 11 as they approach their exams. Please support us by ensuring your child attends school every day and arrives on time. Students must be on site by **8:20am**. Late arrival will result in a **20-minute lunchtime detention**.

After the half-term break, we will introduce a second bell system. A bell will mark the start of each lesson, followed by a second bell five minutes later. Students arriving after the second bell will be marked late and issued a lunchtime detention. Movement time between buildings has been carefully considered to ensure students can arrive punctually.

Uniform Expectations

Thank you to the many families who ensure students attend in the correct uniform. Please note the following reminders:

- Shirts must be tucked in.
- Footwear must be plain black.
- Hoodies must not be worn on site between **8:25am and 2:55pm**.
- False nails, including BIAB, are not permitted.
- Skirts and trousers must be plain black (no leggings or tracksuit bottoms).

Detentions

Students who are late to school or lessons, or who are removed from a lesson during Periods 1–4, will receive a **25-minute lunchtime detention on the same day**.

If a removal occurs in Period 5, the detention will take place the following day.

Failure to attend a lunchtime detention will result in an after-school detention the next day. We are seeing an increase in missed detentions, and sanctions will continue to escalate for non-attendance. Please encourage your child to meet these expectations.

Time-Out Passes

We have recently reviewed the use of time-out and early-exit passes to ensure consistency and to minimise lost learning time. Passes must be used appropriately and in accordance with school rules. If they are misused, they will be withdrawn and alternative support strategies will be put in place.

Thank you once again for your ongoing support. We wish you and your family a restful half-term break. Students return to school on **Monday 23 February 2026**.

Yours sincerely,

Mr A Blake

Head of School

