



**Park Hall
Academy**

KKE/KWS/Ref: Student Punctuality/Jan12

26 January 2012

Dear Parent/Carer

In our constant strive to improve student punctuality we wish to raise parents and carers awareness of our policy procedures. As we are all aware constant lateness is unacceptable and not only disrupts the class but also means that your child is missing out on a structured start to the school morning. It is also a legal requirement that all children should be in school and start the day at 8.50am.

Commencing on Monday 20th February 2012 any child arriving late will be given a slip for a ten minute detention at break time on the same day. If they fail to attend or speak with the member of staff as to why they are unable to attend, they will be given a one hour Head of House detention.

Failure to attend the Head of House detention will result in the further sanction of a phone call home and a senior leader detention. If your child still fails to attend then a meeting will be called with parents/carers, Heads of House and the Educational Welfare Officer.

We would like to thank you in advance for your anticipated support with this matter. If you would like to discuss any of the issues raised in further detail please feel free to contact us.

Yours sincerely

Mrs K Kernan
Senior Vice Principal

Principal: Tony Morrison

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