



**Our Ref:** SAF/kmd/punctuality

June 2022

Dear Parents/Carers

**Re: Student Punctuality**

This letter is to make sure that you are aware of the school policy regarding punctuality and the detention system attached to pupils being late into school/lessons.

It is crucial that all pupils get into school and to their lessons on time to maximise their learning and allow the teacher to begin their lesson on time. If pupils are late to school, they must sign in at reception and give a valid reason for their lateness. If they are late to a lesson in school time, their teacher will mark the register with an 'L' mark. This will be closely monitored every day by our attendance office and the heads of year.

Pupils will be placed into a 60 minute after school detention (3.05 – 4.05pm) the following day for either of the 2 instances outlined below:

- Pupil is late into school in the morning without a valid reason
- Pupil is marked 'L' on 2 or more occasions within one school day

Should either of these instances occur, you will be sent a text message to inform you about the detention the following day. Can you please put appropriate transport arrangements into place to ensure that this detention is carried out. On the rare occasion that there is an issue with your child being able to attend the detention, you must email your child's head of year to make an alternative arrangement for a different day. Please keep this communication as an email, rather than a phone call for our attendance records.

The Head of Year contact details are as follows:

Year Group	Head of Year	Email
7	Chris Smith	<a href="mailto:chris.smith2@oldburywells.com">chris.smith2@oldburywells.com</a>
8	Becky Lawson	<a href="mailto:becky.lawson@oldburywells.com">becky.lawson@oldburywells.com</a>
9	Jake Cook	<a href="mailto:jake.cook@oldburywells.com">jake.cook@oldburywells.com</a>
10	Samantha Warner	<a href="mailto:samantha.warner@oldburywells.com">samantha.warner@oldburywells.com</a>
11	Terry Cowburn	<a href="mailto:terry.cowburn@oldburywells.com">terry.cowburn@oldburywells.com</a>

We thank you for your ongoing support with this process.

Yours faithfully

**Mr S Farish**

Associate Assistant Headteacher,  
Behaviour, Attitudes and Standards

Aspire • Enjoy • Achieve



CEO: Mrs Sarah Godden  
T: 01746 760509  
c/o: Oldbury Wells School



**Headteacher: Mr Lee Tristham**  
Oldbury Wells School  
Bridgnorth, Shropshire WV16 5JD  
T: 01746 765454  
E: school@oldburywells.com