



09 January 2025

Dear Parents / Carers,

Re: Punctuality to Lessons

At Rooks Heath School, we are committed to ensuring the best possible outcomes for all our students. A key part of this commitment is emphasising the value of learning time. When students arrive late to lessons or miss valuable class time, it can have a lasting impact on their academic achievement, satisfaction, and future career goals. Furthermore, arriving late to a lesson causes disruption which impacts on the learning of others.

To address this, we have launched a renewed focus on punctuality and time management. We ask for your support to reinforce the following expectations with your child:

- **Punctuality:** Students must arrive to every lesson on time. Teachers will ensure they are dismissed promptly at the end of each period to allow enough time to reach their next lesson. However, it is the students' responsibility to ensure they are not late.
- **Toilet Use:** Toilets are available **before school, at break, lunch, and after school**. Students are expected to manage their needs during these times. Only students with specific exceptions will be permitted to use the toilets during lessons.
- **Restrictions on Leaving Lessons:** Students will not be allowed to leave lessons for non-essential reasons including but not limited to:
 - Feeling unwell (for minor issues like headaches)
 - Minor injuries
 - Getting water
 - Collecting items such as Target Reports or bags.

Leaving lessons without permission will be treated as truancy, and students must have a **dated and signed note from a staff member** to leave a lesson under any circumstances.

- **Consequences for Lateness:** If a student is late to a lesson, they will receive a **sanction** for missing part of their learning time in proportion with the length of time they are late. These will be recorded as C1 Late or C2 Late on their Bromcom profile.

We want to stress the importance of learning time in shaping your child's future. With your support, we aim to establish habits that will help them succeed academically and in their later careers. Please remind your child of the expectations outlined above and encourage them to take responsibility for their punctuality and time management.

Thank you for your continued partnership in supporting the success of our students. If you have any questions or require further clarification, please do not hesitate to contact the school office.

Yours sincerely,

Mr S Ahmed

Deputy Headteacher, Pastoral Care