



# Castlebrook High School

● INSPIRE ● CHALLENGE ● EXCEL ●

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Acting Headteacher: Mrs S. Armstrong BA (Hons), NPQH



9<sup>th</sup> March 2017

Dear Parent /Carers,

## Re: Punctuality to School

I am writing to remind you that school doors open at 8:35 am and registration occurs promptly at 8:45 am in form rooms. **All learners must be in their form room ready for their statutory mark at 8:45 am. Anytime after this is listed as a 'late mark'.**

As from Monday 13<sup>th</sup> March 2017 the pupil entrance will automatically close electronically at 8.45 am. Any learner arriving after 8.45 am prompt will automatically be recorded as late via the electronic inventory system in the main entrance. Parents will be alerted of a late arrival by a text message. If a child is registered as late into school they will be issued with a break time detention for that day. We will also continue to operate on a three strike system meaning every third late will result in an after school detention for one hour.

To promote and reward the good punctuality and attendance of all learners we will be linking our end of year trip to Blackpool Pleasure Beach to high rates of attendance and punctuality. **Your child must achieve an attendance rate of 97% or more between now and the day of the trip in order to be allowed to go.** Children with more than one late during this time will also not be eligible.

Thank you in advance for your support in this matter.

Yours faithfully

Alison Lawrence  
**Director of Student Services**