



BROOKFIELD COMMUNITY SCHOOL

Brookfield Community School

Chatsworth Road

Chesterfield

Derbyshire

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Headteacher: Mr K Hirst

Executive Headteacher: Mr T Croft

18th February 2022

Dear Parent/Carer

Punctuality to school and lessons

We are writing to request your support regarding the importance of punctuality. Good punctuality and high levels of attendance are extremely important to enable students to excel academically. We have recently seen a slight increase in students arriving late to school.

Please could you ensure your children arrive at school by **08.25am each day**. The first lesson of the day starts at 08.30am prompt as Tutor Time is now later in the day.

It is very important that students establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop and respect as colleges, universities and future employers will all expect this as a basic requirement.

From **Monday 28th February 2022**, we will be introducing a 'late gate'. If students arrive after 08.30am without a valid reason (such as a medical appointment), the student will have their conduct card signed by the Senior Attendance Officer. Should students arrive after 08.30am (more than 5 minutes late) with no valid reason, students will receive a same day 45 minute after school detention in accordance with the school's current policy.

Continued late arrival to school may result in you being invited into school to discuss and being offered support.

Should you have any concerns, please contact the Senior Attendance Office, Jane Sully on 07483 111181 or j.sully@brookfieldcs.org.uk to discuss further.

Yours faithfully

Mr R Cronin
Deputy Headteacher

Mrs J Sully
Senior Attendance Officer