

Sunday 31st January 2010

Dear Parents

We consider that is extremely important that students arrive at school on time. Starting a day late has a negative effect on student and a student arriving late for a lesson has a very disruptive effect on the rest of the class. Also we consider that punctuality is an important value in life.

Therefore, I would like to clarify the Secondary policy regarding lateness by informing you of the stages in our Discipline Policy.

Stage 1

If a student arrives late 3 times in a period of 10 school days, s/he is required to come to school at 07.30 (if s/he does early morning Arabic) or 08.15 for 3 consecutive days.

Stage 2

If a student is late on any of these 3 days, s/he will be kept at school until 16.30 as soon as we have been able to inform you of this.

Stage 3

If a student is late a second time in these 3 days, s/he will be sent home. You will also be asked to come into school to discuss the situation with me.

Stage 4

If a student gets to Stage 2 for a second time in a term, s/he will be sent home immediately.

Yours sincerely,

N Jackson

Mrs. N. Jackson

Secondary Leader (Pastoral)

I, parent of, in Year have received the letter of Sunday 31st January explaining the stages regarding lateness in the BSA Secondary Discipline Policy.

Signature Date