



2nd November 2021

Dear Parent/Carer

Punctuality Matters

We currently shining a spotlight on attendance and punctuality. With this in mind, please take some time to read about our new punctuality strategy. It details important information about new changes and it also offers some helpful tips on how you can support our punctuality drive at home.

Why Does Punctuality Matter?

- Teaches important life skills around being organised and efficient
- Helps prepare students for their future in the world of work
- Teaches students to be responsible for yourself
- Teaches students the importance of managing their own time
- Develops a student's character
- Makes students a reliable member of the school community
- Makes students dependable
- Ensures students access all work and do not miss key information

Student voice is incredibly important and when asked about barriers to good punctuality students asked the school to open earlier to ensure they can get an earlier bus without having to stand out in the cold weather. The academy gates now open at 07:30am and breakfast will be offered free of charge to any student who arrives before 8am. The aim is that students have a calm and purposeful start to the day that isn't rushed.

For some students, being punctual is easy, however for others, it is difficult and your support in ensuring your child's punctuality record is good is fundamental.

It is expected that all students are inside the school gates before 08:35am as the first lesson starts at 08:40am. The school gates close at 08:36, at which point students are deemed late. The school gates open at 07:30am and breakfast is served free of charge until 8:00am. Arriving late results in lost learning and will have a detrimental effect on learning.

Developing Future Leaders

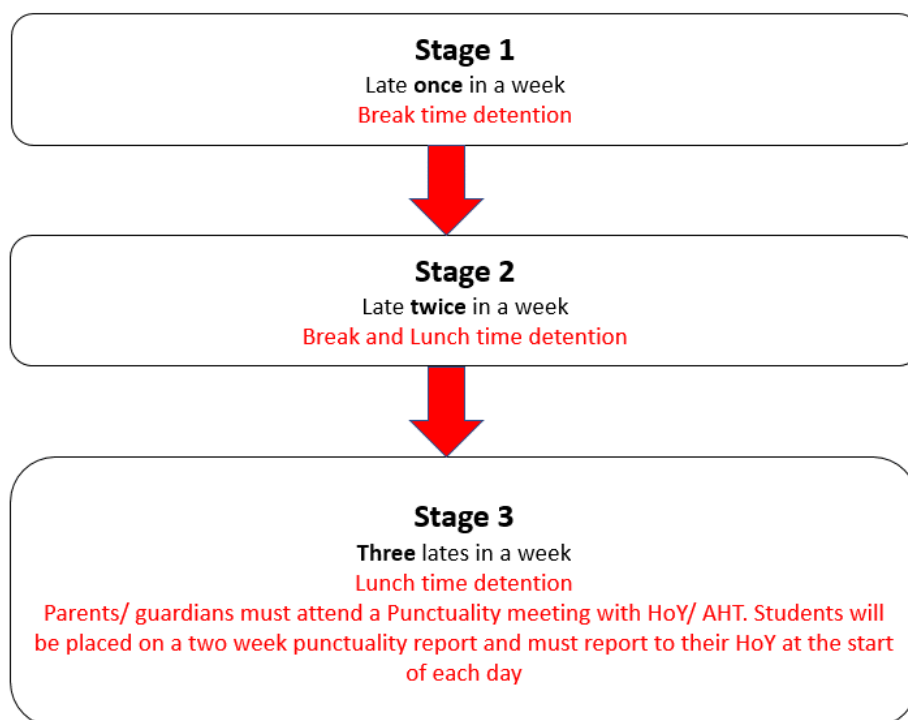


The chart below shows how even being a few minutes late each day can have a detrimental effect on learning:

MINUTES LATE	LEARNING DAYS LOST	LEARNING HOURS LOST
5 MINUTES EACH DAY	3 DAYS PER YEAR	15 HOURS PER YEAR
10 MINUTES EACH DAY	6.5 DAYS PER YEAR	32.5 HOURS PER YEAR
15 MINUTES EACH DAY	10 DAYS PER YEAR	50 HOURS PER YEAR
20 MINUTES EACH DAY	13 DAYS PER YEAR	65 HOURS PER YEAR
30 MINUTES EACH DAY	19 DAYS PER YEAR	95 HOURS PER YEAR

Punctuality Escalation Chart

Excellent punctuality is an essential life skill which transfers into adulthood and preparing our young people for the world of work is a priority at BEA. We expect our students to be in school on time, every day. It is imperative that students understand the importance of timekeeping and organisation and that they are responsible and accountable for getting to school on time. Should your child's punctuality become a barrier to learning, the school will follow the below escalation chart:



How can Parents/ Carers Support their Child's Punctuality?

- Foster good habits around a structured bedtime routine to ensure your son/ daughter has enough sleep each night. The NHS recommend 8-10 hours of good sleep per night for teenagers. You can read more advice and tips at [Sleep tips for teenagers - NHS \(www.nhs.uk\)](https://www.nhs.uk/sleep-tips-for-teenagers/).
- Limit screen time, especially in the evening. It is recommended that students are away from their screens a minimum of 1 hour before bed.

- Help them organise themselves by encouraging them to pack their bag the night before so they are not rushing in the morning and have a calm start to the day. Being organised and prepared for school the night before is key to ensuring a calm start to the day.
- Eat breakfast with your son/ daughter. This is invaluable time as it sets the tone for the rest of the day. Use the time to discuss the plan for the day.
- Lead by example by demonstrating the importance of punctuality in everyday life.
- Reiterate the importance of good punctuality preparing them for the world of work.
- Discuss any concerns or barriers to your son/ daughter's punctuality with their Form Tutor so any issues can be addressed quickly.
- Finally, work with the school. If there is a punctuality problem, please support the school and help us ensure your child sees the importance of excellent punctuality so that it does not become a barrier to their learning.

Punctuality is the First Step to Success!

Ready- Arrive to school and lessons with time to spare.

Respect- Other people are giving up their time for students. Respect that and show you care by being early.

Safe- Most accidents happen as a result of people rushing because they are late. Encourage your child to get up 10 minutes earlier and they will feel the benefits of a calm start to your day.

Yours sincerely



Louise Cowley
Headteacher