

St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College
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Headteacher: Mr P Mitchell
Chair of Governors: Mrs G Kilgour

19/03/2021

Dear Parent/Carer,

thank you for your continued support in the smooth transition back into school for all students after our most recent lockdown. It is wonderful to see our students returning to us and I must commend them on how they have conducted themselves upon their return.

To enable our students to bounce back from the recent situation it is key that we utilise every minute they are with us, therefore I would like to share some updates to our system for improving the punctuality of pupils who are consistently late for school.

We know there will be occasions when students are late, but we need to ensure that this isn't a regular occurrence, as persistent lateness will impact on your child's overall attainment at school. **All students should be in school and should have arrived at their form room when registration begins at 8.45am.** If they are not in school to do this, they will be met at the main entrance by staff who will record the reason for lateness and will put a late mark in their planner. If they arrive after 9.00am, they must sign in at the main reception, stating their time of arrival and reason for being late. Whilst persistent lateness is only a problem for a minority of students, I would like to ensure all parents are aware of our weekly procedures to tackle punctuality issues. The procedures are as follows:

- 1st late in the week – Student will complete a 15 minute detention on that day
- 2nd late in the week – Student will complete a 30 minute detention on that day
- 3rd late in the week – Student will complete a 45 minute detention on that day
- 4th late in the week – Student will complete a 1 hour detention on that day
- 5th late in the week – Students will complete a 1 hour and 15 minutes detention on that day with a member of the SLT team.

If a student fails to attend detention at the end of the school day, this will be added to the following evening and further sanctions may be used.

If persistent lateness continues, parents will be asked to attend a meeting in school so that we can work together to improve punctuality.

Uniform

Given the current lockdown circumstances we have allowed some flexibility in uniform over recent weeks, with shoes in particular being an issue. With most major supermarkets and online retailers open and stocking uniform there is now an expectation for all pupils to be wearing plain black formal shoes. If this causes a problem please contact your Child's Head of House and we may be able to support you.

Also, a reminder that pupils should not be wearing hooded tops / tracksuit tops to school on days where they do not have Physical Education and all jewellery, make up, including false tan, is prohibited from being worn in school.

Covid Home Testing

Please see the following link for updates regarding our home testing process.

<http://www.stjosephs.uk.net/school-life/covid-19-key-information/>

Thank you for taking the time to read this letter and can I once again express my gratitude for your support with our current protocols to keep our school community safe.

Yours faithfully

M.J. Price

Deputy Head Teacher (Pastoral)

Parents/Carers: Stay Alert. Keep your child at home if they have Covid-19 symptoms. Stay Safe.