



HOLY TRINITY
A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

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RE: Punctuality

Dear Parent/Carer

The Holy Trinity Behaviour Standard was launched in September and is reviewed weekly to ensure our pupils have a positive experience at Holy Trinity. Pupil, teacher and parent voice is imperative to improving behaviour and attendance in school, so we thank you for your feedback.

Our approach to improving standards requires positive relationships with pupils, staff and parents/carers so as we review the policy and make changes, we will inform you of those changes at all times.

All members of the Holy Trinity Community are expected to be on time to school to ensure learning time is maximised. Respect, responsibility and ambition are our key values to enable our pupils to become the best version of themselves.

Being late to school can have a detrimental impact on progress as the pupil misses out on vital learning. This means that the pupils are often unsettled and confused about tasks and expectations.

It is also important that pupils establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young; therefore, it is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We understand that there may be rare occasions when pupils are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact reception to inform us when they will arrive.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies who have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to do so.

Yours sincerely
Holy Trinity



Company No. 08665067

