

Monday 29th September 2025

Dear Parents and Carers

I am writing to you to restate the values of our academy. These are: Resilience, Aspiration, Excellence and Respect. Respect is a vital component of the smooth and successful running of any school.

We highly respect all our students which is why our expectation of their conduct is so high. We want them to build resilience, aspire, and demonstrate excellence and respect, this is why we want them to be in all their lessons and form time, **on time**, learning and showing respect for others. Attending lessons and form time and responding to teachers in a positive way shows respect, develops resilience, and ensures excellence in their learning.

We expect students **to attend all lessons and form time on time** and to work with their teachers in a respectful way to enable them to teach and other students to learn. **Lateness** shows a lack of respect for learning, for teachers and for other students in the academy. We respect our students and recognise that **lateness** to lessons will have a detrimental impact on their learning as well as the learning of others. Therefore, as from Monday 6th October we will be expecting all students to arrive to school **on time** and be **on time** for their lessons.

The following strategy will be put into place as from Monday 6th October 2025;

Late Arrival to the Academy

- Students must be on the Academy site before 8:41am.
- Any student arriving after 8:41am will be directed to the late room to complete work and to be set up for learning. If work is completed to a good standard students will continue with their day as normal. Should a student not complete work appropriately they will attend a break time detention that day. Failure to attend this detention will result in the remainder of the day being completed in one of our behaviour rooms.
- If a student arrives after 09:05am, they will be picked up at the end of period 2 and taken to room 41 for a break time detention. Defiance towards this will result in the student spending the rest of the day in a behaviour room.

Late arrival to lessons

- Teachers will close registers 5 minutes into the lesson. Any student arriving after the close of register will receive a detention.



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- Students are expected to move from one lesson to another, calmly and with purpose. Staff will be using the phrase “Moving not meeting” to encourage students to move quickly to their lessons.
- Both sets of toilets are open during all changeovers of lessons. Year 7, 8 & 9 are to use the toilets in the pastoral corridor and foyer while year 10, 11 and sixth form use the toilets in our Maths corridor. Students will be encouraged to use our facilities promptly.

A reminder that **truancy** is a serious safeguarding concern. Any student not attending their lessons or form time will be suspended. It is only ever acceptable for a student to be out of their lesson if they have a pass which allows them to go to the toilet or to leave the class with permission.

Lateness is disrespectful and will not be tolerated in our academy. All students will have attended an assembly this week where we have addressed the importance of attending lessons **on time** and our strategy to improve punctuality will be shared with all. Please have a conversation with your child/children around our expectation of attending all lessons and form time **on time**.

If you require any support regarding attendance, information and resources can be found on the following link;

<https://poolhayes.attrust.org.uk/attendance/>

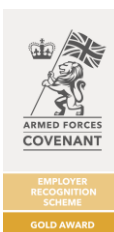
Yours sincerely,



Mrs L Macey
Head of Academy



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