



CITY OF PETERBOROUGH ACADEMY

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Dear Parents/Carers,

I hope this letter finds you well. As partners in your child's education, we would like to outline the importance of punctuality in their academic journey and overall development.

Punctuality is a crucial life skill that extends beyond the classroom. Being on time not only demonstrates respect for others but also plays a significant role in your child's ability to succeed academically and thrive in various aspects of life.

From **Wednesday 31 January**, we are introducing a new system aimed at reinforcing the importance of punctuality – the Late Gate System. We will be introducing this to all students on Monday 29 January, so they are all clear on the change and expectation surrounding this.

What is the Late Gate System?

Starting Wednesday 31 January, we will implement the Late Gate System to encourage and uphold the value of punctuality among our students. The system is designed to instill a sense of responsibility, time management, and respect for schedules.

How Does it Work?

- **Designated Entry Points:** If students arrive after the designated morning bell at 8:35am they will be required to use the Late Gate, which is located in the student reception entrance where Year 8 & 9 currently enter the building in the morning. This gate will be accessible during a brief period after the official start time from 8:35-9.00am.
- **Readiness for Learning:** To support our students there will be a uniform and equipment check at this point as well as phones collected so that students feel they are ready to be successful in their learning that day.
- **Record of Tardiness:** Each late entry will be documented, and records will be maintained to monitor patterns and trends in tardiness. Students will also be issued with a same day break time correction which will be manned in the Main Hall by a member of the Senior Leadership Team. If a student arrives at school after 9.00am they will be required to enter school through the main reception where they will be given a correction slip for the breaktime SLT correction the same day. If they arrive after 11:00am the correction will be the next day, as outlined below:

Arrival time	Entrance	Correction day
08.35am – 09.00am	Student reception	Same day as lateness
09.00am - 11.00am	Main Reception	Same day as lateness
11.00am - 15.00pm	Main Reception	The following day

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Further information about us is available at <http://www.greenwoodacademies.org>



What if my child does not attend their break time SLT correction?

If your child does not attend the SLT late detention, they will automatically receive a 30-minute correction after school on the day they are required to attend the correction. This process will then follow the behaviour system of escalation.

Why the Late Gate System?

- **Promoting Accountability:** The system encourages students to take ownership of their time and recognise the impact of punctuality on their overall academic experience.
- **Enhancing Classroom Focus:** Timely arrivals contribute to a focused and uninterrupted learning environment. By minimising disruptions caused by late entries, we aim to optimise the learning experience for all students.
- **Establishing Positive Habits:** Punctuality is a habit that sets the foundation for a disciplined and organised approach to life. By instilling this value early on, your child is better equipped to manage their time effectively in future endeavors.
- **Maximising Learning Opportunities:** Arriving on time ensures that your child is present for the entire lesson and tutor time, allowing them to receive vital bits of information and notices, and grasp key concepts from the beginning of their lessons. Regular and punctual attendance maximises their learning opportunities and contributes to academic success.
- **Building Responsibility:** Punctuality is a reflection of responsibility. By consistently being on time, your child learns the importance of fulfilling commitments and meeting deadlines—skills that are valuable both in academia and in the professional world.
- **Fostering a Positive Learning Environment:** Punctual students contribute to a positive and focused learning environment. When everyone is present and ready to start, it enhances the overall classroom experience for all students.
- **Preparation for Future Success:** The world outside the school gates places a premium on punctuality. Whether it's meeting deadlines, attending interviews, or participating in various activities, being on time is a quality that will serve your child well in their future endeavors.

Your Role in the Success of the Late Gate System:

We kindly request your support in reinforcing the importance of punctuality with your child. Encourage them to plan their mornings effectively, ensuring they have ample time to get ready and arrive at school punctually. As parents and guardians, your guidance plays a crucial role in instilling this valuable habit. We believe that this system will instill valuable habits in our students that extend beyond their academic years. If you have any questions or concerns about the Late Gate System, please feel free to contact us.

Additionally, if you have any concerns or if there are specific challenges your child is facing regarding punctuality, please feel free to reach out to us. We are here to work collaboratively with you to ensure the success and well-being of your child.

Thank you for your commitment to your child's education. Together, we can help them develop the habits and skills they need to thrive in all aspects of life.

Yours Faithfully,



Amberley McKeen
Senior Assistant Principal