

MOW/SME/GHA

02 September 2024

Dear Parents/Carers,

Re: Punctuality Expectations September 2024

We hope this letter finds you well.

As the Assistant Headteachers of Plume Academy, we are writing to inform you of our updated expectations regarding punctuality and attendance.

Effective immediately, our school gates will be closed at 8:30 am every day. It is imperative that all students are present in their form classes by this time. Any student who arrives late to form or the academy will be issued a lunchtime reflection on the same day. Persistent lateness will result in additional sanctions outlined in our attendance and punctuality policy. Furthermore, students who arrive late must report to the reception to sign in. This will ensure that we have an accurate record of their attendance, and all students are safeguarded.

In addition to the above, we will be implementing a new monitoring system. Students who are late to lessons 2 or more times in a single day will be issued a lunchtime reflection on the following day.

We understand that occasional lateness can occur (whereby reasonable adjustments may be made), but we believe that punctuality is a crucial life skill that we must instill in our students. We will always accommodate our bus services and the impact that these may have upon our students punctuality to the academy.

By working together, we can ensure that every child at Plume Academy is set up for success.

If you have any questions or concerns, please do not hesitate to contact us.

Yours sincerely,



Mr Matt Owen
Assistant Headteacher
Mill Road Campus Lead



Mr Simon Meadows
Assistant Headteacher
Fambridge Road Campus Lead