



BRIDGEWATER

HIGH SCHOOL

LEARNING WITH PRIDE AND JOY

Lower School

Years 7-8
Hall Drive, Appleton
Warrington, Cheshire
WA4 5JL

Tel: 01925 263814

Upper School

Years 9-11
Broomfields Road, Appleton
Warrington, Cheshire
WA4 3AE

Tel: 01925 263919

Dear Parent/Carers

We are writing to all Parents and Carers to remind you of our punctuality procedures before we return in September.

Before I go on, I would like to thank all those parents/carers who support their children with their punctuality to school and in between lessons. It makes a huge difference, and it is vital that pupils continue to understand the importance of punctuality.

Good punctuality at school is essential for pupils to achieve their full educational potential. One of our aims here at Bridgewater is to help develop our pupils into well rounded and successful young people and encouraging them to be punctual is an important element of this.

When pupils arrive late to school, they not only impact their own learning, but they also disrupt the learning of others. Pupils arriving late disturb the start to lessons, distracting teachers and other pupils from the learning that is taking place. Pupils who miss the start of a lesson are disadvantaged as they miss recap of prior learning and instructions for that lesson. Lost learning time due to lateness is obviously something that we want to avoid.

Lateness each morning	Equates to minutes absent per week	Which is missed learning each week	Number of lessons missed each year	Number of weeks lost learning
6 minutes	30 Minutes	1/2 a lesson	19.5 lessons	Over 1/2 of a week
12 minutes	60 minutes	1 lesson	39 lessons	Over 1.5 weeks
18 minutes	90 minutes	1.5 lessons	58.5 lessons	Almost 2.5 weeks
24 minutes	120 minutes	2 lessons	78 lessons	Over 3 weeks
30 minutes	150 minutes	2.5 lessons	97.5 lessons	Almost 4 weeks

On top of this, if pupils are late to each lesson during the day when they are in school, this can add up very quickly to a concerning amount of learning time missed.

Lateness each lesson, each day	Equates to minutes absent per week	Which is missed learning each week	Number of lessons missed each year	Number of weeks lost learning
2 minutes	50 Minutes	Almost 1 lesson	Approx. 39 lessons	Over 1.5 weeks
5 minutes	125 minutes	Over 2 lessons	Over 78 lessons	Over 3 weeks
10 minutes	250 minutes	Over 4 lessons	Over 156 lessons	Over 6 weeks
15 minutes	375 minutes	Over 6 lessons	Over 234 lessons	Over 9 weeks
20 minutes	500 minutes	Over 8 lessons	Over 312 lessons	Over 12 weeks

At Bridgewater School registration starts at 8.40am every day

All pupils are expected to arrive punctually for school in the morning (**by 8.35am**, ready for their tutor time) and to arrive punctually for each lesson. A register is taken at the start of the day and during each lesson. Pupils arriving late are recorded as thus on the register, along with how many minutes late they are.

Mr Keiron Powell
Principal, BA (Hons), QTS

Mrs Tracey Hatton
Headteacher, BA (Hons), P.G.C.E., N.P.Q.H.



Email: enquiries@bridgewaterhigh.com
Web: bridgewaterhigh.org



Procedures for Punctuality

Punctuality to School:-

- Pupils who arrive late to school will be met by a member of Staff and the time at which they arrive will be recorded.
- Parents/Carers will be notified by e-mail of their child's lateness to school so that you are kept informed.
- Pupils who arrive to school late on a **second occasion** will then serve a 20 - Minute conduct detention that evening.
- If your child has a persistent late record or is extremely late to school, there will be escalating sanctions and you will be asked to meet with appropriate members of school staff so we can agree how to get your child to school on time.

We understand that there are occasions which may cause students to be late that are outside their or their parents/carers control, and we will be receptive if we are contacted about such incidents as quickly as possible. However, these scenarios are few and far between and will not include everyday issues that can be resolved by setting off on the journey to school earlier. A bus being late or a significant incident at home may be considered, and the validity of any reason will be decided by the school.

Punctuality to Lessons:-

- Pupils are expected to arrive to **all** their lessons on time.
- Pupils who are late to lesson will be recorded by their teaching member of staff as **Late**.
- Any pupil arriving late to lesson will serve a 20-minute conduct detention that evening – Parents/carers will be informed via e-mail.
- If your child is persistently arriving late to lessons within the school day, there will be escalating sanctions and you will be asked to meet with appropriate members of school staff to ensure that we can work together to support your child in getting to their lessons on time.

The School's Support for Good Punctuality

We place a strong emphasis on good punctuality. We support this by:

- Giving sanctions to students who arrive late to school or lessons
- Informing parents, by automated message, if their child arrives late for school
- Senior staff on duty outside the school gates first thing in the morning to encourage students not to loiter and make themselves late
- Staff on duty at lesson changeover times on school site to encourage all students to get to their next lesson quickly and on time



- Addressing issues of poor time keeping with individual students and their parents/carers where appropriate
- Exploring any possible pastoral reasons for lateness to school and/or lessons and providing appropriate support as necessary

Parents'/Carers' Support for Good Punctuality

We ask parents to support us in maintaining good punctuality by:

- Ensuring that their children get up in plenty of time to be ready and prepared for school
- Ensuring their child has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Discussing any issues of lateness to ensure this does not become a habit
- Monitoring their child's punctuality record and looking for patterns of lateness
- Taking a proactive approach and communicating with the school if you have any concerns regarding your child's punctuality,

Pupils Support for Good Punctuality

- Ensuring that you get up in plenty of time to be ready and prepared for school
- Ensuring that you have organised your bag and equipment the night before so that this does not delay departure in the morning.
- Walking to school quickly and with purpose
- Walk straight to your next lessons with purpose and without diversions (No congregating with other pupils)
- Ensuring you know your timetable

I would like to thank you in advance for your support with these measures. If you would like to discuss this further, please do not hesitate to contact your child's Head/Assistant Head of Year.

Regards

Mr Andrew Roberts

Assistant Headteacher – Behaviour and Attitudes