

As-Salaam Aliakum

I hope you will be in highest state of health and Imaan by the Grace of Allah. I am sending this message after continued concerns about the number of students we have arriving late every day. As you know lateness can have a detrimental impact on your daughter's education. We hope you will work with us to ensure your daughter arrives to school on time so she is able to get the best out of Education.

The school doors open at 8.00am in the morning. The doors shut promptly at 8.30am and all children should be in their classroom ready to start school at 8.30am. Children arriving after this time need to go to the admin office where they can be marked into our late book. This will be recorded in the register as late. If a child arrives at school after 9.00am it will be recorded as unauthorised* in the register.

Lates

- 1st late of the week student will receive a break time detention with a member of SLT.
- 2nd late of the week will result to both a break time detention and a phone call home.
- 3rd late after school detention

If a child is frequently late the parents/carers will:

- 1) Receive a letter and be invited to a meeting with the Headteacher. It is most important that parents discuss any problem with either the form tutor or the Headteacher so that appropriate help can be offered.
- 2) If a student is late 3 times in one week they will receive an afterschool detention the following Tuesday
- 3) 10 or more unauthorised sessions (a morning is one session) will be referred to the Head of School and could result in a fixed penalty fine.

Rewards

- Half-termly, termly and annual certificates and letters home for individuals and form prizes for groups.
- 50 House points will be awarded to students who have had no lates at the end of each half term.

This will be implemented week commencing 21st January 2019.

Jazakallah