

Emailed to parents on Friday 4th April 2025

Dear Parents and Carers,

As we look forward to the summer term, we are writing to emphasise the importance of punctuality and to inform you of our renewed focus on ensuring all students arrive at school on time each day.

Consistent punctuality is crucial for our students to fully benefit from their learning, establish positive routines and uphold the high standards we expect at Townley Grammar School. Arriving on time allows students to settle into their lessons without disruption and ensures they do not miss vital learning opportunities. In addition, being punctual is an important life skill and will therefore better prepare students for their future beyond school; arriving on time cultivates valuable habits of organisation, respect and responsibility.

To reinforce this, we will be implementing the following approach from the start of the summer term:

- Parents/ carers will be notified if a student is late - please do have a conversation with your child about this in this instance.
- Any student arriving late to school on two or more occasions within a single week will receive a detention.
- If there is no improvement in lateness this will be looked at with parents and the Heads of Schools.
- Students demonstrating a pattern of persistent lateness over a longer period of time will be taken seriously.

(Please be aware that as a school we will always consider road works, cancelled trains and unforeseen circumstances, it is however important for us to address persistent patterns).

Please note that students will be marked late at any time after 8.30am

We kindly request your full support in reinforcing the importance of arriving at school on time with your child each morning. Establishing a consistent routine will help them start their day positively and maximise their learning potential. We are committed to working in partnership with you to ensure your child's success.

Thank you for your continued support in maintaining a positive and productive learning environment for all our students.

Kind regards,

Miss S Totty
Acting Headteacher