



Hall Green School An Academy

5th January 2026

Dear Parent / Carer,

Punctuality is an important life skill still highly valued by employers, and it can bring huge benefits to our professional and personal lives. A punctual person tends to be viewed as reliable, trustworthy and respectful as they value other's time as much as their own. They also show good time management skills and high levels of self-discipline.

Good punctuality is also linked to good attendance, which we know leads to better outcomes for children and young people.

At Hall Green we carefully monitor each pupil's punctuality record to both school and lessons. It has been a priority this academic year as we are working to instil the importance of arriving on time. Even though the majority of pupils are punctual, a number of pupils arrive late to school and to the start of lessons. This means that they miss essential learning and also impact on the learning of others.

Our data shows that there have been some improvements to punctuality to lessons this academic year, but we are not improving our punctuality to school. As a consequence, we have reviewed our punctuality protocols, including sanctions, which you can find in the second page of this letter. These protocols have been shared with all pupils in assemblies today.

The best way you could monitor your child's attendance and punctuality records is using **Class Charts**. Please ensure that you log to Class Charts regularly.

Many thanks for your continued support and I wish you all a very Happy New Year 2026.

Yours sincerely

Mr Rodriguez
Deputy Headteacher – Pastoral Care

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Punctuality Protocol update January 2026:

PUNCTUALITY TO SCHOOL:

Form time or lessons start at 8:45. The expectation is that all pupils are outside their classroom at this time.

We advise pupils to be in school by 8:35, and we will ring a movement bell at 8:40 to ask pupils to move from the playground to their classroom. At 8:45 we will ring a second bell, and any pupil who is not outside the classroom at that time will be marked late.

The gate will close at 8:50 and after this, pupils must sign in at reception.

Sanctions:

PUNCTUALITY TO SCHOOL:

- Every late to school – 20 minutes detention at lunchtime on the same day
- U marks – 60 minutes after school detention on the same day (and U mark is given when a pupil arrives after form time from Monday to Thursdays or after 9:15 on Fridays).

PUNCTUALITY TO LESSONS:

- 2 lates a week – 30 minutes after school detention
- 4 or more lates a week – 60 minutes detention
- If the pupil is late to period 5 – the staff member will keep the pupil behind the number of minutes the pupil arrived late (a reminder that staff can keep pupils after school up to 20 minutes without informing parents in advanced).

Pupils will no longer receive a penalty in Class Charts when they are marked late.