



St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear, NE38 8AF
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Head Teacher: Mr D Juric
Chair of Governors: Miss A Nichols

9th May 2024

Dear Parent/Carer,

Please see the updated punctuality procedures in sixth form:

1. The bell sounds at 8:45am and students are expected to arrive to their form class for 8:50am.
2. Any student arriving to sixth form after 8:50am must sign the late book at student reception. Mrs Chappell is on reception each morning to sign the pupils in as late.
3. The Sixth Form student office will send a text message to parents on the day to inform them that their child was late for school (this does not apply to late buses or extenuating circumstances in which parents have informed the school).
4. If a student is late on a second occasion in the same week, then they will be issued with an after-school supervised study detention on a Friday evening from 3:20pm – 4:00pm.
5. Persistent punctuality issues during a half term, will lead to a parental letter which will outline the severity of the punctuality problems.
6. If the punctuality does not improve, a meeting with Head of Year/Head of Sixth Form will be arranged.
7. If there is still no improvement following parental meetings students will be placed on sixth form monitoring report which will be sent home each week and the sixth form privilege of leaving on an afternoon if free will be withdrawn.

Parental Support

If you have any concerns about your child and the procedures outlined above, please contact your child's Head of Year. We understand the issues that parents may face and wish to support you in this matter. Likewise, we ask that parents support the sixth form in this matter to reinforce the importance of arriving on time.

Yours faithfully

Mrs Chappell
Head of Sixth Form

