



Sir John Cass's Foundation and Red Coat Church of England Secondary School

Headteacher: H. Evans MA, MSc, CBE

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RE: Punctuality and Access to Sixth Form College

Friday 17th April 2015

Dear Student,

This letter is a reminder that from Monday 20th April 2015, a number of changes are being introduced in order to address lateness to lessons and maintain the highest standards within the Sixth Form College. The changes are outlined below:

- Students entering the Sixth Form College 5 minutes or more after the start of lessons will need to sign in at reception and attend a 1 hour detention on the same day with Ms Hussain. This includes students choosing to come in during study periods (timetables will need to be shown). Failure to attend late detention will result in a phone call home and an increased 1½ hour detention the following day. Persistent lateness to registration, assembly or lessons will result in parental meetings.
- Students wishing to leave the premises will only be permitted to do so during the lesson changeover.
- Students who have applied for the school's bursary should be aware that both attendance *and* punctuality are taken into account when deciding eligibility for payment.

The Sixth Form College's expectations regarding punctuality can be found in the '*code of conduct*' section in your student planner and also in the '*Post-16 student contract*' which was signed by all students and their parents/ carers at enrolment.

Yours sincerely,

Mr Evans
The Headteacher

