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Principal: Ms M Griffi

20 October 2016

Dear Parent

New Detention Procedure for Year 11 students who are late for school.

We have introduced a new late detention procedure for students who are persistently late; this system will take effect from the week beginning 17th October 2016.

Eltham Hill School takes attendance and punctuality very seriously. It is essential that your daughter arrives on time to school every day; this will ensure that she does not miss valuable teaching time and is good preparation for her working career.

Students who are late she will have a detention with Mrs H Taylor, Head of Key Stage 4. Students will be set a **30-minute** detention on **Wednesday at 2.50 p.m** if they are late to school once in a week. If they are late twice in a week they will have a **1 hour** detention on **Wednesday at 2.50 p.m**. If a student is on the persistent late list and is late, they will have to attend a 2 hour detention on **Saturday** from 10.00 a.m. – 12.00 p.m. with Mrs Taylor.

Please would you encourage your daughter to attend school punctually every day. It is very helpful if:

- She prepares for school the night before
- She goes to bed at a reasonable time
- She has a system of waking up and getting ready for school
- She allows plenty of time to travel to school, allowing for possible delays

I look forward to your support in this matter.

Yours sincerely

Gloria Williamson
Year 11 Pastoral Manager

