



Wednesday, 18th June 2025

Dear parent/carers,

## **SUBJECT: Expectations for Punctuality, Attendance, and Conduct**

I'm writing to you today to highlight a few key areas that we believe are vital for maintaining a positive and effective learning environment for all our pupils.

### **Punctuality**

Punctuality is incredibly important for your child's education. Arriving on time for school and for every lesson ensures they don't miss out on crucial learning time, introductory instructions, or important announcements. When pupils are late, it can also disrupt the learning of others in the classroom. We will be placing a renewed focus on punctuality and will be implementing strategies to support all pupils in arriving on time. We appreciate your support in reinforcing the importance of this at home.

Unless there is a valid reason, we expect all pupils to be on the school site and with their form tutor by **8:30 AM**. If a pupil arrives after 8:30 AM, they will be marked as **late**.

Similarly, pupils are given a **5-minute leeway to move between lessons**. Should a pupil arrive after this time without good reason, this too will be marked as late due to the disruption to learning this causes. Please note that this 5-minute leeway is built into the lunch and break timings, and pupils should arrive at their Period 3 and Period 5 lessons by the time the second bell goes, which is at 11:40am and 1:20pm, respectively.

To be clear, **each week, each pupil will be given one chance to be late without immediate sanction**. However, after this single instance of lateness in a week, **any subsequent lateness will result in an after-school detention, which will be escalated according to the following:**

- **1 late in a day will lead to a 15-minute after-school detention**
- **Multiple lates in a day will lead to a 30-minute detention**
- **Repeated/persistent lateness will lead to a 45-minute detention on Friday**

### **The Importance of Being in the Right Place at the Right Time**

Truancy does not just mean a child leaving the school site without permission or missing school without a reason; it also includes instances where a pupil is on school grounds but is choosing not to attend their scheduled lessons. This is known as 'internal truancy'.

We want to make you aware of our firm stance on internal truancy and the significant impact it has, not only on your child's education but also on the learning environment for all pupils. We simply will not tolerate it. A school cannot operate successfully, and pupils cannot make progress if they are not in their timetabled lessons. Although we have only experienced a very small minority of pupils internally truanting, this is enough to be a concern.





**RISEDALE**  
A family of learners

## RISEDALE SCHOOL

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Therefore, unless there is a good reason, any pupil who is **more than 15 minutes late to a lesson will be classed as having truanted internally.**

This will be a major focus for us moving forward. While we are committed to providing support and understanding the underlying causes of this issue, there will be a clear sanction in place. Any pupil found internally truanting will be placed in our **Reflection Room** immediately. The duration of this placement will be confirmed based on the frequency and number of instances.

We believe that consistent attendance and following routines are crucial for academic success and appreciate your partnership in ensuring your child is in school and ready to learn every day.

### Water Bottles Only

From Monday, 23rd June, we will be strictly enforcing our policy that **only plain water in water bottles** will be allowed in classrooms and during lessons. This decision has been made to promote healthy hydration, minimise distractions, and maintain a clean learning environment. Sugary drinks, fizzy drinks, and other beverages will not be permitted. **Please remember that energy drinks have never been permitted in school, and these are potentially harmful to children.**

### Uniform Standards

Finally, we want to reiterate the importance of **maintaining high standards of school uniform.** Our uniform plays a key role in fostering a sense of identity, pride, and belonging within our school community. We expect all pupils to wear their uniform correctly and smartly each day. Please ensure your child has the correct [uniform items](#) and that they are worn as per the school's [Uniform Policy](#), which can be found on our website. We believe that a consistent approach to uniform helps to create a disciplined and focused atmosphere conducive to learning.

We are confident that with your continued partnership, we can ensure a productive and successful academic year for every pupil.

If you have any questions regarding these points, please don't hesitate to contact me at [yates.j@risedale.org.uk](mailto:yates.j@risedale.org.uk).

Yours sincerely,

JAYates

**Mr J Yates**

Deputy Headteacher

