

24th October 2024

Good morning

Over the last few weeks, we've seemingly encountered all types of weather conditions across the school day – even a touch of frost on one morning. Despite this inclement weather, the vast majority of our students continue to get it right and arrive to lessons punctually and ready to learn, be they sopping wet or boiling hot. However, there is a very small minority of students who are making less positive choices regarding their punctuality and are not arriving to lessons on time; it is the impact of this that we are now seeking to address.

There are two reasons why it is vital for students to be punctual. Firstly, it benefits the individual student. By being on-time, they are maximising their learning opportunities: they will be directed by the teacher with clear instruction on the starter task, understand the context of the lesson and will be able to fully immerse themselves in their learning. Secondly, being punctual affects the learning experience of every student in the class. When a teacher is forced to repeat instructions for any student that is late, or where late students interrupt the flow of the start of a lesson, it clearly impacts on the learning of others. As a result, we are now implementing a new 'late to lesson' procedure across the school day to benefit the learning experience of all within our school community.

At Northampton School for Girls, we are blessed with having both a spacious site and incredible facilities and unlike many schools, we have separate blocks for particular subjects across the school site, which allows for a distinctive feel and sense of importance for each faculty. However, when targeting students' punctuality, we recognise that this can also prove problematic as it clearly takes time to walk between buildings to get to different lessons. Therefore, to accommodate this we allow students a 'five-minute window' of travel time when transitioning between lessons. This will be applied for Periods 1, 2, 4 and 6. The expectation for Period 3 (after break) and Period 5 (after lunch) is that students should transition in their own time, ready to start the lesson at 11.20 and 13.45 respectively, as stated on the timings of the school day.

With the new 'late to lesson' procedure, provided that students arrive to lessons within this 'five-minute window' they would not be marked as late by their teacher. Equally, any student that has a legitimate reason for being late will be provided with a note from the member of staff that they were with and, again, would not be marked as late by their teacher. In any instance when the student arrives outside of the 'five-minute window' and does not have a note from their teacher, they will be marked as late. The teacher will log on Edulink the number of minutes that the student was late beyond the 'five-minute window'. For example, Period 2 starts at 10.05, so if the student arrived at the lesson at 10.12 the teacher would log that they were 2 minutes late, as this falls two minutes outside of the 'five-minute window'. The same would apply if the student arrived at their Period 5 lesson at 13.47. It is important to note that this new procedure, of students having their minutes late to lesson accumulated, will not be applied to registration in the morning where current procedures will continue.



Across a week, if a student accumulates 10 or more minutes of lateness to lessons 1-6 then they will be placed in a 30 minute after-school detention. This will be logged on Edulink, notifying parents. The accumulated lates for the previous week will be calculated every Monday; any individual exceeding the 10-minute threshold will then be placed in a 30-minute detention on the Tuesday or Wednesday of that same week. Punctuality to lessons will be further reviewed on a monthly basis and any students with persistent lateness will face further consequences, as well as support in seeking to address the problem.

It is important to note at this stage that this procedure is only targeting Periods 1-6 of the school day. Whilst teachers will still log lateness to morning registration, this is dealt with separately from the procedure that is discussed above. Principally, there is no requirement for a 'five-minute window' of travel time as students simply need to be ready in their tutor base for the register at 8.50am.

The primary aim behind this new procedure is to ensure that everyone in our school community – students, teachers and staff – has the very best environment to thrive in, and your support with this is greatly appreciated.

If you have any additional questions, please do feel free to contact me

Yours sincerely



Glen Giles
Associate Assistant Headteacher.

