

Meopham School

A Member of Swale Academies Trust

Headteacher: Mr E Roberts BA Hons. PGCE NPQH



Wrotham Road Meopham Kent DA13 0AH

Tel: 01474 814646

Website: www.meophamschool.org.uk

HDL/AWO

28th August 2025

Punctuality - September

Dear parents and carers,

We hope this letter finds you well and you have enjoyed a relaxing summer.

At Meopham School, we are committed to our continued journey of school improvement, and in particular the raising of standards and expectations. As you will know, significant progress has been made with the standard of student's uniform and presentation, and we intend to continue this moving forward. In addition, we will also be turning our attention to another important aspect of school life: punctuality.

Good punctuality is a vital life skill that all young people should develop before entering the adult world, but it is also crucial to learning. It is only through good punctuality that students can maximise their own learning time and avoid disrupting the learning of others by being late.

As we look ahead to the new academic year in September, we would like to take this opportunity to reinforce the importance of punctuality and outline some key updates to support your child's learning.

Over the summer, improvements have been made to the school site, including a new Student Entrance that leads directly into our Dining Hall. Students who arrive to school punctually will enter the school via the front gates as normal, however those who arrive late may need to press the new buzzer at the front gates to speak with the Attendance team before the automated gates are unlocked and students can gain access to the school site.

Moreover, members of our Culture and Ethos staff will continue to issue a Late slip to any student that arrives late to school. The sanctions issued will depend on how late a student arrives to school; this will range from a C3 (15 minutes lunchtime detention) through to a C5 (1 hour after school detention) for more significant lateness. We fully understand that, on occasion, there may be circumstances beyond your control that lead to your child being late. I would encourage you to contact the school in such circumstances.

Furthermore, from September, to maximise lesson time and minimise disruption, we are introducing clearly defined travel times for students, between the end of one lesson and the start of the next. These additional intervals will provide more than enough time for students to move between classrooms calmly and arrive prepared to begin learning promptly. Being punctual to lessons is crucial. Every minute of learning counts, and arriving late not only results in lost learning for the student but also disrupts the education of others. To ensure consistency and maintain high expectations, we will be closely monitoring lateness to lessons.

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The total number of minutes a student is late to lessons will be recorded each week. Students who accumulate late minutes will be issued a detention in line with our conduct policy. This measure is designed to support all students in forming good habits and taking responsibility for their learning. Sanctions will not be issued on the first week so that students get used to the new system but after this point students will be sanctioned for lateness to lessons.

We greatly appreciate your continued support in encouraging your child to value their learning time and arrive at each lesson on time, focused and ready to learn.

Yours faithfully

A handwritten signature in black ink that reads "H. Davies-Lane". The script is cursive and fluid.

Mrs H. Davies-Lane
Assistant Headteacher - KS4 Conduct and Welfare