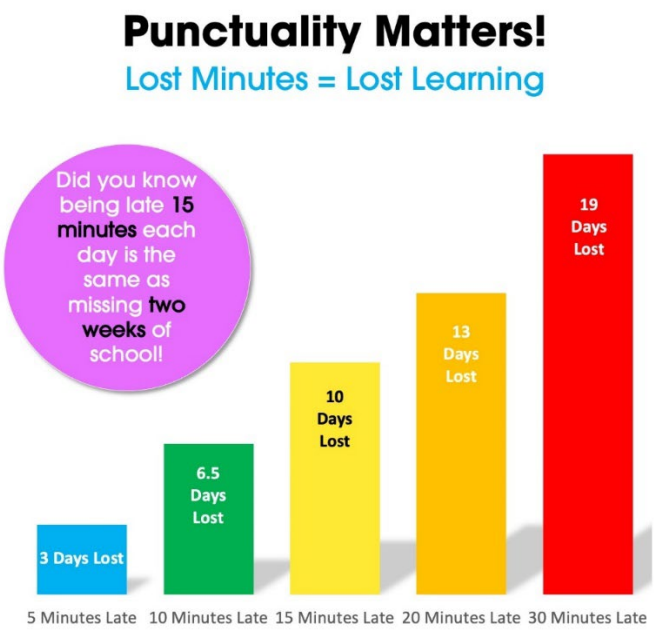
Pennaeth | Headteacher: Mr M Wildsmith BSc (Hons), PGCE, DipEd, NPQH

13/02/2026

Dear Parent/ Guardian
Annwyl Rhiant/ Warchodwr

I would like to take this opportunity to thank all families and students who have supported our drive to improve the punctuality standards, this academic year. As I shared in September, punctuality is something that we must monitor as well as attendance. If a child is regularly late, for example, arriving 15 minutes late each day can equal missing 10 school days, each academic year. I am pleased to share that punctuality is improving, so I would please ask for your continued support.



Please can I remind all parents and guardians of our school to help improve punctuality, giving our students the best opportunities? Each time a child is **late to PDP three** times, they will receive an afterschool detention which will run from 3.10pm to 4.00pm. Students who arrive late are greatly disadvantaged because they miss the start of the day with their peers and picking up important messages. Students who miss the start of a lesson are disadvantaged as they miss the recap of prior learning and instructions for that lesson. There is a clear link between attendance and achievement. Lost learning time due to lateness is obviously something that we all want to avoid. This can then ensure our students achieve their true potential.

We understand that there may be rare occasions when a student is unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school's attendance office to inform us when your child will arrive. If you have any concerns regarding punctuality, please contact your child's Pastoral Lead.

Yours sincerely

Ms Ryan

Assistant Headteacher