

21<sup>st</sup> November 2024

Dear Parents and Carers,

## RE: Updated Guidance on Punctuality and Attendance

I hope this letter finds you well. At Mulberry Stepney Green Maths, Computing and Science College, we are committed to fostering a culture of high expectations, responsibility, and respect. Punctuality is a key part of this, as it sets the tone for the day and ensures all students are fully prepared to engage in their learning. To reinforce this important value, we are implementing new measures regarding punctuality, which will take effect from Monday 2<sup>nd</sup> December 2024.

Below, I have outlined the updated guidance and procedures:

### Morning Punctuality

- The school gates will now close promptly at **8:35 am**. Any student arriving after this time will need to enter through the back gate at the **sports hall entrance**. This is the entrance located on White Horse Lane, Sports building.
- Students who arrive late will be registered on a detention list via **Edulink**.
- For Sixth Form students, their ID cards will also be taken as part of this process.
- Parents and carers will receive an automated email via Edulink informing them of the lateness and detention details. Therefore, it is essential we have the most up to date email address for you (please fill in the reply slip section with your correct details) alternatively, please download Edulink app onto your phone <https://www.edulinkone.com/> (Guidance details - [Edulink-One-Parent-Guide.pdf](#))

### Detention Procedures

- Students' late detentions will be held centrally to ensure consistency across the school:
  - **Years 7 to 11:** Lunchtime detention for 25 minutes in the **Main Hall**, supervised by Pastoral Admin staff and members of the SLT.
  - **Sixth Form:** Detentions will take place **after school or after interventions** in **A203**, overseen by the Sixth Form team.

We understand that occasional lateness may occur due to unforeseen circumstances. Please ensure that you communicate with the school if there are any legitimate reasons for your child's lateness. Our pastoral team is always available to offer support to families facing challenges that might affect punctuality.

We are confident that these measures will help all students develop the vital life skills of punctuality and accountability, preparing them for future success. Your support as parents and carers is crucial in this process, and we ask that you work with us to ensure your child arrives at school on time every day.

Thank you for your understanding and cooperation. If you have any questions or require further clarification, please do not hesitate to contact your child's Head of Year or their tutor.

Yours sincerely



Mr Z Chowdhury  
Head of School

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**\*PLEASE FILL IN THE SLIP BELOW WITH YOUR CORRECT EMAIL ADDRESS AND RETURN TO THE SUBJECT TEACHER BY WEDNESDAY 27<sup>TH</sup> NOVEMBER 2024.**

My child's name \_\_\_\_\_ (full name) in \_\_\_\_\_ (Tutor group)  
\_\_\_\_\_ (roll number).

Parent/Carer 1:

Name \_\_\_\_\_ Email: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer 2:

Name \_\_\_\_\_ Email: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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