

Dear Parents/Carers

As you are aware, arriving on time to lessons was identified by Ofsted as an area of improvement in their recent inspection. The vast majority of students at Rossett consistently arrive at school, and to each of their subsequent lessons, on time. However, we have some students who, despite numerous reminders, phone calls home and the clear publication of our expectations, do not manage this and are late. If a student is just two minutes late to every lesson across the academic year they will have missed 30+ hours of learning time.

As a result, we are making a number of changes and will be having a whole school focus on punctuality, starting on Monday 30th January. These changes will be made on a three-week trial basis in the first instance. Please find details of these changes below:

Addition of three changeover slots during the school day

We have listened to student feedback and understand that it takes time for students and staff to get from one side of the school site to the other. The introduction of three changeover slots during the school day is to ensure punctual starts to all lessons. The updated times to the school day can be found below (with additions in red):

Time	Period / Action
8:45	Students move to form bases
8:50	Start of School Day & Form Time
9:05	End of Form Time. Students move to Period 1
9:10	Start of Period 1
10:05	End of Period 1. Students move to Period 2
10:10	Start of Period 2
11:05	End of Period 2. Start of Break
11:20	End of Break. Students move to Period 3
11:25	Start of Period 3
12:25	End of Period 3. Students move to Period 4
12:30	Start of Period 4
13:25	End of Period 4. Start of Lunch
14:05	End of Lunch. Students move to Period 5
14:10	Start of Period 5
15:10	End of School Day

Students have received instructions about these changeover slots through assemblies this week. They have been told:

- When dismissed from Form Period, Period 1 or Period 3 – they are still expected to head straight to their next lesson.
- When the start of the lesson bell sounds, students should already be in their classroom, sat down with their equipment out and ready to work.
- Their teachers will still ask them to complete a starter activity as they arrive to the lesson.
- Students who arrive after the start of the lesson bell, will be marked late, every time, and the number of minutes late to the lesson will be recorded.

Future Changes to the school day

From September 2023, the government have made it mandatory for all schools to provide a school week of at least 32 hours 30 minutes. Our current school week is 31 hours 40 minutes - meaning that we need to extend our school week from September by 50 minutes (10 minutes per day). We will use the findings from this trial period to help inform our planning for how best to re-structure our school day.

Notification E-Mail

We want to keep you fully informed about your child's punctuality. Therefore, every time a student is late to a lesson, Priority 1 contacts for that student will receive an automatic e-mail from our Bromcom system. This will inform you how many minutes late your child was and we would ask you to discuss your child's punctuality with them.

Rewards for Good Punctuality

We will be introducing weekly randomised rewards for students who have not been late that week as well as for those who have not been late during a half-term, term or entire year.

Sanctions for Poor Punctuality

Any student marked as late on the register will also be awarded a negative behaviour point on Bromcom. Should students reach five negative points they will receive a detention – this is no change to our current behaviour policy.

Students who are Persistently Late

For the minority of students who are still persistently late, we will be inviting parents in for meetings to discuss our expectations and to work collaboratively with you in order to improve your child's timekeeping in school.

We have already achieved great success in improving uniform over the last four weeks by working in partnership together. This is our next big focus in addressing points raised in the Ofsted report. We thank you in advance for your support with this initiative.

Kind regards

Mr Saunders
Deputy Headteacher

Mr Royles
Deputy Headteacher

Mr Stone
Assistant Headteacher