

**Headteacher:**

**John Dowler B.Sc. Hons, NPQH**

Chester Road, Helsby,

Frodsham WA6 0HY.

Tel: 01928 723551

Fax: 01928 723093

Email: [head@helsbyhigh.org.uk](mailto:head@helsbyhigh.org.uk)

[www.helsbyhigh.org.uk](http://www.helsbyhigh.org.uk)

Dear Parent / Carer

As you may be aware, each month the school focuses on an area of school life to make students and parents aware of the school's expectations. Previous foci for the month have been footwear, litter, equipment and mobile phones.

February's focus for the month is punctuality. As with all schools, we aim for our students to have good attendance and punctuality. At Helsby High School we aim for all students to have above 95% attendance throughout the year.

On Monday 2 February, your child's form tutor will go through a presentation to remind them of the importance of good punctuality. This presentation is also available on the school website for you to look at.

The school is clear that good punctuality to school in the morning and throughout the day sets your child up to fully embrace their learning experience. Studies have shown that students who attend school on time are more prepared for the day and achieve higher grades. This will also help them get into a good routine for when they enter employment.

For students that are regularly late to school or late to lesson throughout the day, the following consequences will be put in place:

- Verbal warning and a sanction placed in SIMS
- Break time/Lunch/After School Detention
- Litter picks at break or lunchtime with your child's Year Leader/Key Stage Leader or member of the Senior Leadership Team

For persistent lateness to form or lessons, your child's Year Leader will contact you to discuss further consequences.

At some point during the month of February there will be a 'late gate' by the CWAC Education Welfare Officers, who will take a note of the names of students who are late to school on that day. They will be supported by the local Police Community Support Officers. 'Late gates' take place at other Cheshire West and Chester primary schools and high schools to highlight the importance of good punctuality and attendance.

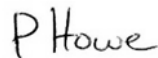
**In order to support the focus on punctuality we have made a change to our punctuality and attendance procedures and from now on the registers in school will close from 9am.** This will mean that students who arrive in school after 9am without a valid reason will have an unauthorised mark. School is open from 8am each day and we expect all of our students to be on site by at least 8.40am, which the vast majority of our students do.

We are sure you will support the school in its aim to improve punctuality and attendance. If you would like any further information please do not hesitate to contact the school via the usual methods.

Yours sincerely



**C Simmonds (Ms)**  
Key Stage 3 Leader (Yr7)



**P Howe**  
Key Stage 3 Leader (Yr8 & 9)



**J Cooney**  
Key Stage 4 Leader



A Specialist  
Science College



Leading Edge  
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