

17 September 2021

Dear Parents/Carer

As the new term gets underway I would like to remind parents and students of the importance that good attendance and punctuality has in supporting achievement. Students have already lost so much time over the last 18-months due to the impact of the COVID pandemic.

Please try to minimise absences by ensuring:

- All medical appointments are made during holidays or after 16:00
- No term-time leave is booked
- Students eat healthily and take plenty of exercise
- Sleep patterns are regular and sufficient
- The use of electronic devices and the harmful effect of their blue light are limited, especially during late evenings

If your child misses	That means ...	Which isand over 13 years of schooling that is
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 day per week	80 days per year	16 weeks per year	Over 5 years

Punctuality is also crucial.

If your child misses	That means ...	Which isand over 13 years of schooling that is
10 minutes per day	50 minutes per week	Nearly 1.5weeks per year	Nearly half a year
20 minutes per day	1 hour 40 minutes per week	Over 2.5 weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1.5 years

Students are expected on site by 08:25 and the School Gate will close promptly at 08:30. The great majority of students live within two kilometres of the School and are therefore able to walk or ride a bike. The School is well served by bus routes, which operate every 10-minutes. The School appreciates that traffic in the local area is heavy, however, it is predictable during the morning rush hour and students must account for this.

In essence, few students should be late to Heston Community School if they set off at the appropriate time. Arriving on time not only shows respect for everyone else in the School community but also is simply good manners.

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Every child who has been late over the last two weeks has been spoken to and advised of the actions that are necessary to avoid sanctions in the future. The most common advice is captured below:

- Set a louder alarm
- Go to bed earlier
- Leave 10-15 minutes earlier and aim to on site by 08:25
- Do not adopt the mind-set that the traffic will always be better today
- Buses are more likely to be fuller as we recover from COVID - so allow yourself the opportunity of more than one bus and aim for 08:20
- Traffic is likely to increase as the Autumn Term progresses – allow more time for hold-ups and delays

Please re-inforce the importance of punctuality with your children. From Monday 20 September lateness will result in a detention of 30-minutes on the following evening. Two lateness's in the same week will result in a Senior Detention on Friday [one hour 30-minutes] of that week. Letters informing students and parents of the detention will be given out on the School Gate in the morning. Those parents whose child collects siblings from a Primary School will need to make alternative arrangements on the day following late attendance.

With your support, and the awareness we have raised over the first few weeks of term, punctuality issues should only affect a small number of students that are finding it difficult to adapt to the School's expectations.

Yours sincerely

M. O'Hagan.

M O'Hagan
Deputy Headteacher

