



## MANOR COMMUNITY COLLEGE

*a DCSF designated Specialist Performing Arts College*

Principal Mr B Slade BA (Hons) Ed, NPQH

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

11 October 2007

Dear Parents/Carers

### **Re: Late Arrival in School**

I am writing to inform you that our system for dealing with students who arrive late is changing.

We are no longer keeping students in for 20 minute detentions on Monday to Friday. Instead anyone who is late will be in detention with Mr Slade and a member of the Senior Leadership Team on Friday after school for up to 2 hours. The time a student will spend in detention will vary according to the number of times they have been late. You will be notified by letter sent on Wednesdays if your child is in Friday detention and told the length of the detention. You will also be phoned to discuss the matter in the case of persistent lateness. (If transport home is an issue, we can arrange this for your child).

Punctuality is very important if students are to make the best of the learning opportunities in school. Lateness causes disruption to the class and we will do all we can to address this problem. We are confident that you will support us in making sure your child is in school on time each day.

Yours faithfully

Mr B Slade  
Principal

Sue/BS/11.10.07



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