



Great Marlow School

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HEADTEACHER: Mr K Ford

21st October 2022

Dear Parents and Carers of KS5 students

In the 6th Form at Great Marlow School, we recognise that there is a direct correlation between performance and attendance.

Over the last two years we have had to be more flexible in our approach to attendance in order to mitigate the problems caused by the pandemic. Now that the school is running normally, we want to ensure that every student is punctual and attending all lessons.

The good habits, organisation and discipline that punctuality and attendance require are transferable skills that are key in the world of work and post-KS5 pathways.

We would appreciate your support in supporting the students to get to school on time (ready to begin registration at 8.35 am) and re-iterating the importance of attending lessons and study periods. Collectively, we hope that this will support students to reach their potential through consistent attendance and learning.

If students are late in the morning (after 8.35 am) without valid and pre-agreed reason, they will receive a short detention at breaktime 1 in the Hall. If students fail to attend this detention, they will be required to attend a detention during break 1 and 2 the following day.

If students do not attend a re-arranged detention, or are late more than 4 times across their two-week timetable, we will arrange for them to attend a 60 minute detention to be arranged by a member of the 6th Form Team on a Monday or Wednesday after school.

The information above has been communicated to students via their tutors; the process will commence after the half-term break on Monday October 31st.

We appreciate your support in advance.

Yours faithfully

Mr O Hollyman
Head of 6th Form/Assistant Headteacher