

15 April 2024

Dear Parent/Carer,

### Y7-11 Lesson Attendance - April 2024

Welcome to the Summer term. This is an important update about lesson attendance. Increasingly we are seeing some students either late to lessons or asking to leave lessons (usually for the toilet or to fill up a water bottle). We aim to work in partnership with families and students to ensure students are on time to lessons and do not request to go to the toilet or fill up their water bottle during lessons.

**Firstly, a big thank you for your support in making sure your children attend school regularly and are clear with them on the importance of punctuality and going to the toilet/filling up their water bottle outside of lesson time.**



Any time out of lessons can lead to falling behind, missing work or not understanding the content of the lesson. The school day has six lessons of 50 minutes each (some of which are doubles without a break so 1 hour 40 minutes).

Students are to fill up water bottles or go to the toilet before and after school, at break time (10.50am -11.10am) or lunch time (12.50pm -13.25pm). Lesson time is valuable and will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work. It will also enable your child to:

- Access the lessons needed to achieve their expected grades.
- Develop work habits such as good punctuality and organisation which are essential to thrive in the world of employment.
- Develop overall resilience and the ability to concentrate for longer periods.

The impact of missed lesson time:

Number of toilet/water breaks (5 minutes)	Equals this amount of missed learning time each term	Which is approximately this many lessons a year
2 a day	10 hours	36 lessons
1 a day	5 hours	18 lessons

 **Weald Card**   
**Summer 2024**

**Uniform:** 3 signatures or no card is an after school detention in G2.


--	--	--

**Break and Lunch rules:**

R: Get to lessons on time

R: Be respectful and use bins for litter



W: Take a break

S: Follow instructions 

Breaking the rules with duty staff is an immediate B14 detention and a signature.

**Bathroom use tally**

--	--	--	--	--

 **Weald Card**   
**Summer 2024**

Name.....



Form.....

**Kind and courteous rewards**

Collect signatures for kind, courteous, supportive behaviour

--	--	--

3 signatures gets you entry to the prize draw!  
Remember to hand your card to D3.

If you are worried about your child/children’s lesson attendance please check their Weald card. New to this term teachers will mark their Weald card with a tally (see above) for every time they leave a lesson to go to the toilet. Should there be a repeat pattern further action will be considered and we will update you.

This term we will be focusing on students’ organisation and being on time. Students will not be allowed to leave lessons to fill up water bottles and will only be allowed to go to the toilet or medical room in exceptional circumstances. Those with pre-arranged medical notes will not be affected by this (issued by their Head of House or Head of Year). Where students regularly miss lesson time a detention will be set to complete all missed work.

If you feel missing lessons might be part of a bigger concern about mental health or special educational needs, we do have specialist staff able to help with this. Please contact your child/children’s Head of House (pastoral), Head of Year (academic) or the SEND department.

We wish you and your child/children all the best for the summer term.

Yours faithfully,



Mr S Catt  
Deputy Headteacher