



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Exec. Headteacher: Mr S.Cox BSc Hons MA (Ed) NPQH
Headteacher: Mr S. Careless BSc MSc NPQH
Senior Deputy Headteacher: Mrs C. Montgomery BSc MSc NPQSL

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Inspiring Excellence Together

28th November 2022

Dear Parent/Carer,

I am writing to you to explain some new systems for addressing punctuality to school and lessons. I also will take the opportunity to remind you of some existing strategies in place that ensure that students are in class and focused upon learning.

Lates to lessons

With our decision to keep staggered break and lunchtimes, movement around school is busy throughout Period 2 and Period 4 with students moving to break/lunch or lesson time. Some students are taking too long to get to their lessons. All students have 5 minutes movement time to get to where they need to be. If a student was 5 minutes late to two lessons a day, then this would be equivalent to missing 6 days learning over the full school year.

Therefore, this week we are introducing a 2-hour detention for lateness to lessons. It will run daily from 3pm to 5pm. Any student who takes longer than the 5-minute movement time to get to their lesson, Periods 1-4, will have a 1-hour detention that night from 3-4pm. If they are late to more than one lesson in the day they will have a 2-hour detention that night from 3-5pm. Lateness to Period 5 will be carried over to the next day. Parents will be informed by text that their child is on detention and whether it is 1 or 2 hours. If a parent (not student) informs us that for some exceptional reason the detention cannot be completed that night, then it will be rearranged for the next day and must be completed the next day, without exception. This detention will also be used for any 'boisterous' behaviour on a corridor or students being found out of their year group area at break or lunch.

These 3pm – 5pm 'Lates to lessons' detentions are gradually being introduced this week after each year group has had an assembly on the new policy, as given below

Tuesday onwards – Year 8
Wednesday onwards – Year 10
Thursday onwards – Year 9
Monday 5th December – Year 7

This will apply to Year 11 after their Finals exams have finished and they have had their assembly on Monday 12th December.

Non-attenders to 3pm-5pm detention

If a student refuses to attend the 1-hour detention, then it becomes a 2-hour detention the next day. If a parent says there is a specific reason that they cannot do the detention that night then they have to do it the next day, no excuses.

If a student does not attend a two-hour detention then they will be placed in Isolation for the full day and then move to the 3-5 detention at 3pm. Any issues with this, then they will be placed at another school for a day. If they do not attend the placement, then it will be arranged for the next day. If they fail to attend a second time they will be excluded for a day, then return to the school the next day with the original 3-5pm detention still to complete that day.



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Lates to school

Students who pass through their designated school gate after the time on the clock above the gate has turned exactly 8:46am will be marked late to school. Students who are late to school will serve a detention with their Year group Progress Manager. Any student who is late to school once in the week will have a 30-minute detention and any more lates in the week will make it a 1-hour detention. These are run on different days, depending on when the Progress Manager is free.

Reminder of our Toilet Policy

All Year 7 students and students with a medical pass can go to the toilet whenever they need to.

Primarily students should go to the toilet during their designated break and lunchtimes. Toilets are open during Registration (8:45am – 9:15am). Toilets are locked only for Period 1 between 9:15am and 10:15am and then they are open the rest of the day. Students should not go to the toilet during lesson changeover and should go to their lesson, making sure they are on time. If they are in desperate need of the toilet, they should ask their teacher. Visits to the toilet during lesson time for students without medical passes are recorded on a spreadsheet. Too many students ask to go to the toilet directly after a breaktime or lunchtime. Parents will be contacted if their child is regularly leaving class to go to the toilet, unless of course they have a medical pass.

Reminder of our Mobile Phone Policy

We acknowledge that students will have mobile phones for communicating with parents before and after school, but they must be switched off and out of sight during the day. To stop students using their phones during the day we have a strict policy that if a phone is seen or heard then it will be confiscated until the end of the day. Students who are regular offenders and have their phones confiscated may be asked to hand their phone to a member of staff at the start of the day or their parents may be asked to collect it from school themselves.

We have recently completed a parent/carer survey and student surveys in school. Although the feedback was very positive, we are not happy that 20% of students and 15% of parents feel that the school could do more to ensure that students are well-behaved. We will be working with the students to ensure that everyone is respectful of each other, staff and the expectations that are in place to enable students to learn effectively. We will achieve this through being consistent and I thank you, in advance, for your continued support in 'Inspiring Excellence Together'.

Yours sincerely,

Mr. Careless
Headteacher