



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

January 2025

Dear parent/carers,

First and foremost, it is my pleasure to write to you as a new Assistant Headteacher at Montgomery Academy. My leadership roles in school will focus on behaviour, attitudes, attendance and punctuality.

Punctuality matters, and you can help. All students must be in school by 8.45am. The overwhelming majority of students are punctual to school, meaning they start their school day in the best manner that they can, ready to learn.

Consequences are in place to support and correct the behaviour of those that are late, so as to teach students the importance of punctuality.

From Monday 20th January onwards, students will no longer receive an immediate 15-minute same day detention if they arrive 5 minutes late. Instead, students will receive a 1 hour after school detention if they accumulate three late marks for arriving 5 minutes late. Those students who arrive more than 5 minutes late will still receive an immediate 1 hour after school same day detention.

To summarise:

- 3x late marks for arriving 5 minutes late = 1 hour after school detention
- 1x late mark for arriving more than 5 minutes late to school = 1 hour after school detention

If there are genuine reasons for a student's lateness, and parents/carers take the time to contact school early on in the school day, we will of course take this into account and support your child with this matter. We must, however, remind all parents/carers that it is their responsibility to contact school about any issues with regards to attendance and/or punctuality.

Students fall behind when they are late for school, and we believe that you can have a big effect on your child's punctuality this term.

We appreciate your help with this matter.

Yours sincerely

Mr Shillitoe
Assistant Headteacher