



10th May 2021

Dear Parents/ Carers

Now that we are back at school and gradually returning to some level of normality I wanted to take this opportunity to remind you of our expectations regarding lateness. Students who arrive late often miss key parts of the day including form time, assemblies and the beginning of their first lesson; this means that they miss important information and often cause a lot of disruption to the teaching and learning of other students as well as causing more work for key staff.

Arriving late on a daily basis also means that your child is missing out on significant learning opportunities that are essential for them to be successful in their education and their GCSEs. The table below shows the amount of lost learning time as a result of lateness across the year.

	Lost learning time per week	Lost learning time per month	Lost learning time per term	Lost learning time per year
5 minutes a day	25 minutes a week	1 hour 40 minutes a month	5 hours a term / 1 full day	16 hours 15 minutes / over 3 days
10 minutes a day	50 minutes a week	3 hours 20 minutes a month	10 hours / 2 full days	32 hours 30 minutes / over 6 full days
15 minutes a day	1 hour 15 minutes a week	5 hours / 1 full day	15 hours / 3 full days	48 hours 45 minutes / over 9 full days
20 minutes a day	1 hour 40 minutes a week	6 hours 40 minutes / over 1 full days	20 hours / 4 full days	65 hours / 13 full days

As parents and carers you can support your child by:

- Encourage set routines
- Ensuring they set an alarm and get up in plenty of time to get ready and travel to school.
- Prepare their uniform and bags the night before
- Establish a suitable time to go to sleep
- Reduce Blue light at bedtime as this boosts your child's alertness *which inhibits the production of melatonin and reduces both the quality and quantity of their sleep*, this includes setting boundaries regarding the use of mobile phones, games consoles and computers late at night.

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The Kemnal Academies Trust is a charitable company limited by guarantee registered in England and Wales under company number 7348231. Its registered address is The Atkins Centre, Kemnal Technology College, Sevenoaks Way, Sidcup, Kent DA14 5AA. Hylands School is a business name used by The Kemnal Academies Trust.





If your child arrives late to school without an appropriate reason they will be set a same day or next day after school detention. These will be held on a Monday, Wednesday or Friday and will last for 30 minutes, and will be held in the year group detention rooms due to Covid 19 restrictions. You will be notified from a member of the attendance team to inform you of the late detention.

Yours faithfully

Mr P Vik
Deputy Headteacher

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