



Holly Lodge High School

College of Science

Holly Lane
Smethwick

West Midlands

B67 7JG

Tel: 0121 558 0691

Fax: 0121 558 6136

Email: info@holly-lodge.org

Website: www.holly-lodge.org

Headteacher: Mr Paul Shone BA (Hons) MA

PSH/LAS/Student Punctuality

May 2019

Dear Parents/Carers

Reference: Student punctuality

We at Holly Lodge are implementing some changes with regards to how we tackle student punctuality. Being punctual is an important habit to develop. When students are punctual they are more organised, calmer and have a more positive start to the day. If students are late, they miss important information at School and their lessons, which ultimately affects their progress.

After half term, beginning Monday 3rd June if your child is late to the start of registration which starts at 8.45am, your child will be expected to attend a break time detention and lose their social time. **If your child does not attend this detention they will automatically receive a 40 minute detention after school the same day.** You will receive a phone call from School before 12 midday to notify you of this.

Please also note that if your child arrives after 11am they will receive an 'unauthorised absence' mark on the register for that morning.

If you have any queries or require further support with this then please contact our Attendance Manager Chris Mellor 0121 558 0691.

Yours sincerely

Mr P Shone
Headteacher