



A community of transformation founded on love, hope & trust

St Mark's Church of England Academy

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Headteacher: Aimee Gallagher

Dear Parents and Carers,

21 November 2025

Subject: Important Reminder About Punctuality and Late Arrivals to Lessons

I hope you are well.

I am writing to raise an important concern regarding punctuality within the Sixth Form. Over recent weeks, we have noticed an increase in the number of students arriving late to lessons. While occasional lateness is sometimes unavoidable, frequent late arrivals can disrupt learning for both the student involved and the wider class.

Punctuality is a key part of Sixth Form expectations and an essential life skill. Arriving on time ensures students make a positive start to their lessons, receive full instruction, and maintain the high standards needed for academic success and future workplace readiness.

We are asking for your support in reinforcing the importance of punctuality with your child. Please speak with them about ensuring they allow enough time in the mornings and between lessons to be where they need to be promptly.

Our pastoral and academic teams will continue to monitor punctuality closely, and students who are persistently late may be placed on a punctuality report or asked to attend additional support meetings.

If there are any circumstances affecting your child's ability to arrive on time, please do not hesitate to contact us so we can work together to provide appropriate support.

Thank you for your ongoing cooperation and partnership.

Yours faithfully,

Ms A Glymidou

Vice Principal -Quality of Education

