



CRESTWOOD
COMMUNITY SCHOOL

NGE/JSS

19 January 2018

Dear Parents/Carers

I am pleased to report that attendance at Crestwood has been improving year on year. To help us continue this trend, please can I ask that you support and encourage your child to arrive before 8:30am and be ready to learn. Tutor time is 8:30am - 9:00am and is part of our curriculum; Years 7-10 learn about personal development and wellbeing and Year 11 have enhancement sessions.

We appreciate that on occasions students who are transported in may be delayed due to traffic and realise that this cannot be helped.

The following procedures will be put in place from next Monday to further improve punctuality:

- If your child is late you will receive a text notifying you that morning.
- Students will be given a lunchtime detention to make up the time missed every time they are late. They will have time to collect their lunch before the detention.
- If your child is late on more than three occasions you will receive a letter highlighting this issue, along with an invitation to come in and discuss the causes with a member of the attendance team.
- In addition to the letter home, students will be placed on a punctuality report, which will need to be signed daily by each of their teachers along with their Year Leader and yourself.

If you have any further questions please feel free to contact me on nicky.goodridge@crestwood.hants.sch.uk

Yours sincerely

Mrs N Goodridge
Assistant Head Teacher

Crestwood Community School

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: adminoffice@crestwood.hants.sch.uk Tel: 023 8064 1232 Web: www.crestwood.hants.sch.uk