



HAMPSTEAD SCHOOL

Learning together Achieving together

Dear Parent / Carer,

RE Habits of Excellence: Being 'on time'

Happy New Year!

It was lovely to welcome students back to school on Monday – they came back with smiles on their faces and a spring in their step. Spring itself is almost upon us, and there is a sense of optimism in the air as we see the days getting longer and lighter.

This letter gives much more detail, but a key take-home message is:

- **From Monday 15th January, the threshold for lateness to school will be 0835. Please support your child in changing their morning routine and travel plans if needed.**

Habits of excellence: Being on time

This week I have been speaking to students in assembly about what it means to be on time, and have shared this definition with them:

If you are 'on time' you are in the place you need to be, and ready to do the thing you need to do, before it begins.

In order to better communicate this expectation, and foster this habit of excellence, we are making small adjustments to lateness thresholds.

From Monday 15th January, the threshold for lateness to school will be 0835. Students arriving before 0835 will be on time, whilst students arriving at 0835 or later will be recorded as late.

At the same time, we will be changing the threshold for lesson lateness so that it aligns with the stated start time – the existing three-minute grace period at the beginning of lessons will be removed. In order to ensure this is workable, students will be released from their previous lesson slightly earlier and given designated movement time in order to move around the school site.

Please talk this through with your child, and support them in changing their morning routine and travel plans to suit.



Response to student lateness

The response to lateness remains unchanged:

- If a KS3 or KS4 student is late for school, they will hand in their mobile phone at the school gate and have it returned following a twenty-minute detention at lunch time.
- If a KS5 student is late for school, they will hand in their mobile phone at the school gate and have it returned following a thirty-minute detention at the end of the day.
- If a student is late for a lesson, they will be asked to stay behind at the end of the lesson.
- If a student receives five or more late marks across the course of a week, they will sit a two-hour detention on a Thursday afternoon.

If exceptional circumstances mean that lateness to school is unavoidable, please contact us via StudyBugs (www.studybugs.com) or email attendance@hampsteadschool.org.uk before 0900. Your child may still have their mobile phone confiscated, but messages will be cross-checked during the course of the morning and – assuming a legitimate reason has been given – your child will have their mobile phone returned to them and their detention removed.

If a student indicates they do not have a mobile phone, their details will be recorded separately so that non-attendance of the late detention can be followed up. In order to verify this, we may sometimes use a hand-held scanner to check for the presence of a mobile phone in coat, trouser or bag pockets. This scanning process is quick and contact-free, and would always be supervised by more than one adult.

Finally, in very specific circumstances, a student may be given a late pass for a time-bound period. This often relates to unique family circumstances or personalised needs. Please contact your child's year team if you would like to explore this further.

Contact with pastoral teams

A reminder that we have introduced new email addresses for pastoral enquiries. Where you may have previously emailed a Head of Year directly, we ask that you use the relevant email address below.

Year 7: 7@hampsteadschool.org.uk

Year 8: 8@hampsteadschool.org.uk

Year 9: 9@hampsteadschool.org.uk

Year 10: 10@hampsteadschool.org.uk

Year 11: 11@hampsteadschool.org.uk

Sixth Form: Sixthform@hampsteadschool.org.uk

Key dates for this term

- Thursday 18 January: Year 9 Parent Consultation Evening
- Thursday 1 February: Sixth Form Parent Consultation Evening
- Monday 12 February to Friday 16 February: Spring half term holiday

- Thursday 22 February: Year 8 Parent Consultation Evening
- Thursday 7 March: Year 10 Parent Consultation Evening
- Thursday 21 March: Year 9 Choices Evening
- Thursday 28 March: Final day of Spring term (students finish at 1230)
- Friday 29 March to Friday 12 April: Easter Holiday
- Monday 15 April: First day of Summer term (school starts at 1100)

There may be other year-group or subject-specific dates relevant to your child that will be shared with you in more targeted communications.

Thank you for reading through to the end, and for your ongoing support. I hope that 2024 brings you and your loved ones health and happiness.

All best wishes,

A handwritten signature in black ink, appearing to read 'MS', followed by a small horizontal line.

Matthew Sadler
Head