

Dear Parent / Carer

At Castlemilk High School we have the highest expectations for all of our young people. We want them to foster good habits in order for them to gain a positive destination when they leave school.

We have been looking closely at attendance and have noticed a pattern of a number of pupils being late in the mornings for tutor time. Tutor time is an important part of the school day as it allows staff to 'check in' with young people and provide them with important information about the school. We will also be further enhancing tutor time by adding inserts on literacy, numeracy and health and wellbeing.

We are therefore writing to you to alert you to new procedures around attendance and late coming. From Monday 19th February pupils who arrive at school after the bell at 08.50, without good reason, will have their late coming recorded. If a pupil is late on two separate occasions in a week they will serve a ten minute detention at interval or lunch in lieu of the time missed at tutor time.

We hope that these new procedures will have a positive impact on overall attendance and will maximise the opportunities for all of our young people.

Yours faithfully

L McPhillips

Head Teacher