



## HECKMONDWIKE GRAMMAR SCHOOL

SAT/JDN

18 November 2025

Dear Parent/Carer

Generally, we pride ourselves upon the fact that our students' standards of attendance and punctuality are exceptionally high. However, in recent weeks, we have noticed that more students are arriving at school late than should be the case. Though these late arrivals have been documented, they have not been subject to consequences in the form of negatives.

Therefore, as of Monday 1 December, we intend to mark as late any students who are not on site by 8.40am when the warning bell rings and the North Street student entrance gates are locked. Students who arrive after this time will need to enter school through Reception and they will be marked late and issued with a late negative.

Students who arrive late due to medical appointments or other pre-arranged reasons should continue to sign in at Reception upon arrival.

If students walk to school or are brought by car, families will need to continue to ensure that their travel arrangements are able to facilitate arrival by this time.

We do recognise that many of our students have bus journeys to school and accordingly we have written to the bus companies providing services to our students to remind them of this expectation. Students using service buses (e.g. Arriva) will need to ensure that the buses they take can get them to school on time. Any queries or complaints regarding the lateness of private coaches should be directed to the coach company.

It is our hope that providing this information gives clarity to students and parents about what is expected of them, and that this will help us to establish a punctual and purposeful start to the day for all of our students and staff.

Yours faithfully,

Simon Taylor  
Assistant Headteacher

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