



6<sup>th</sup> February 2024

Good afternoon,

Re: **Late arrivals**

We have had an increase in the number of students arriving late in the morning and entering the building at 8.45am or after. This automatically incurs a late gate detention. We appreciate that sometimes there is a justified reason as to why your young person is late, for example heavy traffic, however if this is the case you must contact Passmores Academy reception team on 01279 770800 to inform us.

A reminder that the first bell goes off at 8.40am, students should be making their way to period 1. At 8.45am the second bell goes off, period 1 starts and students should be in the classroom ready to start the lesson.

Any questions or concerns please don't hesitate to contact me.

Yours Sincerely

Miss Richards  
Head of Unicorn House