



Secondary Entrance:
Terling Close, Leytonstone, E11 3NT
Tel: 020 8534 3425 Fax:020 8534 3317

Head of School, Secondary:
Mr Moazam Parvez, BSc (Hons), MA, NPQH

Primary Entrance:
Cann Hall Road, Leytonstone, E11 3NN
Tel: 020 8534 3563 Fax:020 8534 2641

Head of School, Primary:
Mrs Jackie Bowers-Broadbent, BA (Hons)

Executive Headteacher: Kathleen Wheeler, BSc, MA, PGCE, NPQH

www.buxtonschool.org.uk

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Dear Parent/Carer,

At Buxton School, we believe that time is important and we don't want to waste any time at all. This is why we encourage our pupils to arrive at school on time, each and every day. We don't want your child to miss out on any valuable learning time and of course this is part of our preparation for their future.

Secondary Procedures

Arriving on time to both school and lessons is essential. Registration takes place at 8:35am and students are expected to arrive no later than 8:30am. Students who are unavoidably late for school after 9.30am must go to G9 to register with our Attendance Officer.

All lateness will be followed up with detentions:

- Arrival after 8.35am will result in a 15 minute detention at break time.
- Arrival after 8.50am pupils will need to go straight to their lesson and will result in a 25 minute detention at lunchtime.
- Repeated lateness to school (i.e. more than 2 times a week) will result in a 2 hour detention on Friday with our Senior Leadership Team.

Primary Procedures

Registration takes place at 8:55am and parents/carers are expected to arrive no later than 8:50am. Parents/carers who are unavoidably late for school with their child after 9.30am must go to the main reception in Primary and register with our Attendance Officer.

Continued poor punctuality can also result in a referral to our Educational Welfare Officer and parents/carers risk receiving a fixed penalty notice. We do not see the need for this, with your support.

We ask that parents/carers taking Primary pupils to school to bare this in mind. Please speak to your child if they are in the Secondary phase about the importance of arriving to school on time and thank you your assistance in advance.

Yours sincerely,

Ms L Williams
Assistant Headteacher