



# KD Grammar School for Boys

An independent secondary school  
Headteacher Mr A. Hussain BSc Hons PGCE NPQH

EDUCATING  
TOMORROWS LEADERS

25 January 2019

Dear Parents,

## Re: Punctuality to School

KD is committed to striving for exemplary records of punctuality for all pupils. The current expectation is for pupils to arrive to school by 8.30am which allows them sufficient time to visit their locker and to ensure an organised start to the day. As morning registration commences at 8.35am, your son will be recorded as 'late' if he arrives after this time.

Issues of lateness to school will now be addressed using the existing 'After School C3 Detention System':

1 <sup>st</sup> late	C1	1 <sup>st</sup> warning
2 <sup>nd</sup> late	C2	2 <sup>nd</sup> warning
3 <sup>rd</sup> late	C3	15 minutes detention
4 <sup>th</sup> late	C3	30 minutes detention
5 <sup>th</sup> late	Head of Year referral	

This procedure will be enforced from **Monday 28<sup>th</sup> January 2019** Insha'Allah. I appreciate your cooperation in this matter which is necessary to ensure that your son does not receive any sanction due to lateness.

Jazak'Allah Khair for your continued support.

Walaikum'Assalam

**Mr. A Hussain**  
Head Teacher

