



Sunrising, East Looe, Cornwall PL13 1NQ

Telephone: 01503 262625

Email: [enquiries@looea.net](mailto:enquiries@looea.net)

[www.looe.cornwall.sch.uk](http://www.looe.cornwall.sch.uk)

Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

Our Ref: EGI

11 November 2024

Dear Parent/Carer

### **Looe Community Academy – Punctuality**

Punctuality to school each morning is essential for students to get the most out of their education. Since September we have seen a huge improvement in punctuality in the morning, but this is with allowing a small grace period after 08:40 for the few students who are still struggling to attend on time.

We now need to tighten up on this by removing the small grace period given to students. From Monday the 18 November, any student arriving to school after 08:40, unless there are exceptional circumstances, will be logged as late to school and will need to complete time in our reset room for punctuality.

Yours faithfully

**Mr E Gilbert**  
**Assistant Headteacher**