

5th March 2014

Dear Parent/Carer,

In an effort to address the persistent lateness of a significant minority of our students I write to advise you of a change to the structure of our day.

There is no change to the start or finish time but as of Monday 10th March, the school day will be as follows:

Lesson 1	08.30
Lesson 2	09.30
Registration/Assembly	10.30
Break	10.50
Lesson 3	11.10
Lesson 4	12.10
Lunch	13.10
Period 5	13.50
Dismissal/Buses	14.50

This means that if your child is late they will be missing a vital part of their learning. There will be no impact on those students who regularly come to school on time.

You should also have received a questionnaire earlier this week which I urge you take the time to complete and return to school as soon as possible. This is your opportunity to have your say. The information gleaned will form a vital part of our school improvement plan.

I trust I can rely on your support in continuing to make improvements across the school.

Yours sincerely

Mike Clinch
Headteacher