



Archbishop Courtenay
Church of England
Primary School

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Headteacher: Mrs S Heather
Chair of Governors: R O'Connell

10th July 2024

Dear families,

Important Information Regarding School Start and Registration Times

This letter is to inform you of a slight adjustment to the school start and registration times for the upcoming academic year beginning in September 2024.

School Start Time: Classes will continue to commence at 8:30 am as usual.

Registration Time: To ensure a smooth start to the day and to allow teachers to take accurate attendance, registration will now take place at 8:40 am. This is a change from previous years.

Punctuality: Children arriving at school after 8:40 am will be marked as late. We understand that unforeseen circumstances may arise; however, we kindly request your cooperation in ensuring your child arrives at school on time each day.

Benefits of Punctuality:

- Attending registration allows teachers to assess any immediate needs of children.
- Punctuality helps children develop good routines and time management skills.
- Arriving on time ensures children don't miss out the beginning of lessons and important learning.

We appreciate your understanding and support in implementing this new registration time. If you have any questions or require further clarification, please do not hesitate to contact the school office.

Yours sincerely,

Sue Heather

Headteacher



The Diocese of Canterbury Academies Trust

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