

**Head of School:**

Mrs N. Teece, BA (Hons), MA, PGCE, SLE
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Executive Headteacher:

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4th July 2022

Dear Parent/Guardian,

I would like to inform you of some minor changes to the start of the school day, starting in the new academic year.

Starting from August 2022, the school day will start five minutes earlier, at 8.35am. Students are expected to register with tutors promptly at 8.40am.

Any students arriving at school after 8.40am will need to enter via reception and sign in at the Attendance Office where they will be marked as late on the register. This will automatically result in a 15-minute lunchtime detention.

The rest of the school day will stay the same, with the school day ending at 3.00pm. Please see below for a reminder of the school day timetable:

School day starts at:	8.35am
Tutor / Assembly:	8.40am – 9.05am
Lesson 1:	9.05am – 10.05am
Lesson 2:	10.05am – 11.05am
Break:	11.05am – 11.25am
Lesson 3:	11.25am – 12.25pm
Lesson 4:	12.25pm – 1.25pm
Lunch:	1.25pm – 2.00pm
Lesson 5:	2.00pm – 3.00pm
After-school (Extra-curricular activities open to all students)	3.00pm – 4.00pm

If you have any questions, please do not hesitate to get in touch. I would like to take this opportunity to wish you all a very lovely summer.

Kind Regards,

Natalie Teece
Head of School

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