

14<sup>th</sup> December 2018



Dear Parent/Guardian,

**Re: Changes to the gate-closing time**

Please ensure that, from Monday 7<sup>th</sup> January 2019, your child is in school by 8:35 am. The school gate will close at 8:35 am, as the first lesson starts at 8:40 am. This modification is due to the large number of pupils disrupting the first lesson of the day due to their late arrival to school. Shutting the school gates at 8:35 am promptly will enable teachers and pupils to arrive at their first lesson on time.

Any child who arrives after 8:35 am will be late for school and will receive a late detention.

Thank you for your support in this matter.

Yours faithfully,

*Mrs Hill*

Mrs C Hill  
**Deputy Headteacher, Personal Development, Behaviour and Welfare**

Headteacher: **Mrs J Gray, MSc, NPQH**

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