

CW/CHS  
15<sup>th</sup> November 2011

Dear Parent/Guardian

**Punctuality to school in the mornings**

We have had an excellent start to the new academic year. However, I write to ask for your help with a problem that we believe may have arisen due to the change of timings to the school day. We have noted an increase in the amount of pupils arriving late to school in the mornings, so I would therefore like to remind you of the timings of the school day

School begins at 8.45am when the bell rings to advise pupils to make their way to their first lesson of the day which begins at 8.50am, which is a taught lesson, providing the opportunity for pupils to achieve a qualification equivalent to a GCSE. Morning registration is taken in this lesson, which means that if your child is late in the mornings they miss valuable lesson time.

The school gates close at 8.50am and any pupils arriving after this time will need to sign in late and with Mrs Cartwright in the Resources Department. Your support in ensuring that your child arrives by 8.45am would be greatly appreciated.

The school day is as follows:

<b>Personal Development Lesson (including registration)</b>	<b>8.50 to 9.15am</b>
<b>Lesson 1</b>	<b>9.15 to 10.10am</b>
<b>Lesson Transition time</b>	<b>10.10 to 10.15am</b>
<b>Lesson 2</b>	<b>10.15 to 11.10am</b>
<b>Break 1</b>	<b>11.10 to 11.30am</b>
<b>Lesson 3</b>	<b>11.30 to 12.25pm</b>
<b>Lunch</b>	<b>12.25 to 1.00pm</b>
<b>Lesson Transition time</b>	<b>1.00 to 1.05pm</b>
<b>Lesson 4</b>	<b>1.05 to 2.00pm</b>
<b>Lesson Transition time</b>	<b>2.00 to 2.05pm</b>
<b>Lesson 5</b>	<b>2.05 to 3.00pm</b>
<b>Tutor Based Session (Registration)</b>	<b>3.05 to 3.15pm</b>

**West Midlands Fire Service request**

May I also take this opportunity to make you aware that we have been contacted by the Fire Service regarding the congestion on Golf Links Lane at the end of the school day and the problems they would face should they need to access the Lane in an emergency. Please can we politely ask that you are mindful of access up and down the lane and do not double park whilst waiting to collect your child from school at the end of the day.

Thank you in anticipation for your support in both these matters.

Yours sincerely

Mr C Ward  
**Deputy Headteacher**