



Notre Dame  
Catholic College

Established 1869

Head Teacher: Mrs Frances Harrison BSc (Hons) NPQH

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Our ref: AR/JB/4

23 September 2015

Dear Parent/Carer

**Re: Punctuality/Lesson 1**

The autumn term is now well underway and our new students have settled in well. It is also pleasing to note that the attendance and punctuality of the majority of students is very good.

Punctuality of all pupils is always important but with some changes introduced this year, is more important than ever. We now start our lessons at 8.45am and no longer have 15 minutes of formal registration every day. This means that all students should have arrived in the building, ready for lessons, by 8.40am at the very latest. Students arriving after this time will not only be late but will be missing subject lesson time.

This is also an opportune time to remind you that we do offer a breakfast club provision which means that students can start to arrive and be supervised from 8.00am.

Thanking you in anticipation of your continued support in this matter.

Yours sincerely

Mr A Rannard  
Acting Headteacher