



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Head Teacher
Mrs Denise Kennedy

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Dear Parents and Carers

I am writing to inform you of a proposed change to the structure of the school day here at Potten End CE Primary. This proposed change is in line with recent Government recommendation.

Currently the official start time in our school is **8.50am**. Anyone arriving after this time is classified as late. As you know, we have encouraged children to arrive into school from 8.40am for a while now.

Starting in September, schools now have to offer a minimum of 32.5 hours schooling each week and in order to formalise this offer the **official** start time for all children in school moves to **8.45am**. Registers will be taken at 8:50am. each morning. Classroom doors will still open at 8.40am.

Any child arriving after that will be recorded as being late up until 8:55am. Any child arriving after 9.30am, without a suitable reason, will marked with a O (Unauthorised Session).

We do not see that there will be any disruption for the vast majority of our parents or children, as most children are already on site at 8.40 am anyway.

Yours sincerely

DENISE KENNEDY
Head Teacher

