TRINITY ACADEMY
Emmanuel Schools Foundation

Dear Parent/Carer

I hope you and your family had a relaxing and enjoyable half-term break.

I am writing to remind you of our expectations around punctuality. Although the school day officially starts at 8:30am, all pupils are expected to be **on site by 8:25am** to ensure they are ready to begin learning on time.

If a pupil **arrives after 9:00am**, we are required to record this as an absence for the morning session. Anyone that is persistently late will be subject to attendance management procedures. I would also encourage you to arrange any medical appointments outside of school hours.

Thank you for your continued support in ensuring your child arrives punctually and is well prepared for the school day.

Kind regards,

Victoria Wailes
Attendance and Office Manager

Victoria Gibson Principal

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