



NORTHFIELD ACADEMY

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5/11/2020

Dear Parent/Carer

Attendance – Late sign in

“Attending and taking part in learning – wherever learning takes place – is fundamental to making sure that our young people become successful learners, confident individuals, effective contributors and responsible citizens”.

In the morning there is currently no registration period in order to minimise unnecessary movement around the school campus. The current arrangements for pupils arriving at school in the morning are as follows:

- **S1–3 pupils should arrive at school at 8:40am and be sitting in their classes ready to work by 8:50am.**
- **S4-6 pupils should arrive at school at 8:50am and be sitting in their classes ready to work by 9am.**

From Monday 9/11/20:

Any pupil who arrives after **9am** or if they are **late after Lunch** must **enter through the main reception and sign in with office staff**. They will then be given a late slip to present to their teacher.

We appreciate your support in ensuring your child has excellent attendance at Northfield Academy.

Yours sincerely,

Douglas Watt
Head Teacher

Aspire to be outstanding