

Headteacher: Ms. Shelagh O'Shea

head@belvue.ealing.sch.uk



Rowdell Rd
Northolt
Middx
UB56AG
Tel: 0208 8455766
Fax 0208 8414409

Tuesday 10th January 2011

Dear Parent / Carer,

As you may know, we are currently focussing on students' attendance and lateness.

To clarify, school starts at 8.45am prompt. We expect children to be in school and ready to learn at this time. Any student that arrives after 8.45 will be registered as late, and have the amount of minutes they are late recorded against their name.

We take your child's punctuality very seriously. Children who are repeatedly late miss valuable learning time, and can cause disruptions for the other students in the class.

Please be advised that when bringing children in late to school, you will be expected to provide a reason for your child's lateness.

Yours sincerely

Shelagh O'Shea
Headteacher

Please inform school if you require disabled access, any special arrangements or help to come to school and we will ensure that this happens.