



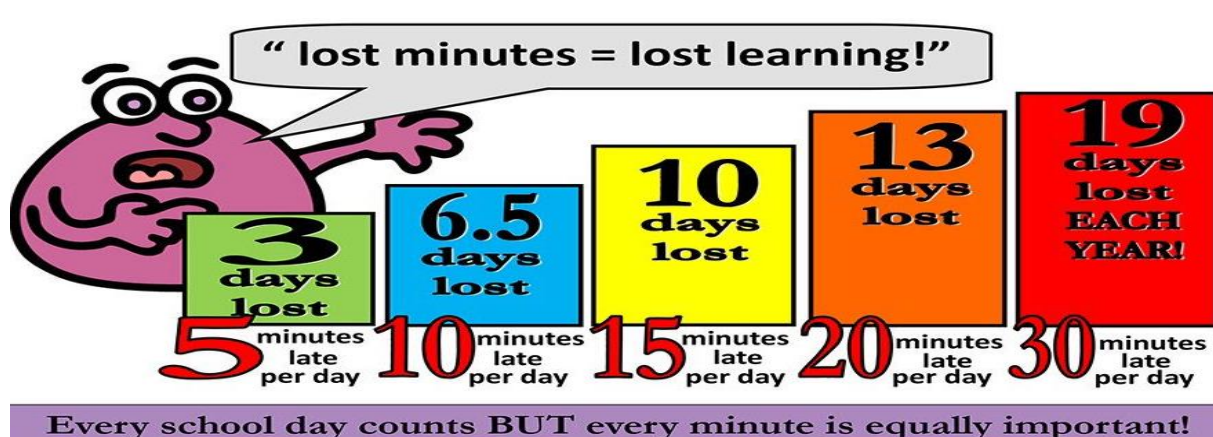
CONCORDIA ACADEMY

Union Road, Romford, RM7 0HG
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Dear Parents/Carers

Thursday, 24 January 2019

We would like to remind you that all children should arrive to school via the playground and no later than 8.50am. We are seeing an increasing number of children arriving through our main reception, which is not the appropriate entrance to use. We have also noticed an increasing number of children arriving late each morning which should not be the case. The playground gate is open from 8.30am until 8.50am, any child arriving after this time receives a Late mark in the register which, depending upon the arrival time, can also be an unauthorised mark. This counts towards your child's overall attendance and may trigger the involvement of Havering Attendance Service.



We would also like to notify you that we have had contact from Havering Parking Enforcement and they are currently reviewing and now monitoring the parking restrictions around the school. We do not wish to see anyone issued with a ticket so please ensure you are abiding by local parking restrictions.

Yours sincerely

Raheel Akhtar
Headteacher

