

Charlestown Community Primary School



Head teacher: Mrs. Sarah Starkey
Pilkington Road, Blackley Manchester M9 7BX
Tel: 0161 740 3529
Fax: 0161 795 6151
Website: www.charlestown.manchester.sch.uk

Tuesday 18th July 2017

Dear Parent/Carer

As you are aware school starts at 8.50am. Nursery and Reception doors will close at 9.10am. Any child and parent/carer who are late will need to go to the main office with their child to sign in and then the parent/carer will need to take the child to the Nursery/Reception.

It is widely recognised that the educational outcomes of children and young people can be significantly impacted upon by periods of absence and lateness.

If there are any problems that may affect their attendance or punctuality, then please contact Mrs Aslam (Attendance Officer) on 0161 740 3529

Thank you for supporting Charlestown Community Primary School in improving punctuality and attendance, which will ensure that all pupils in school have the opportunity to reach their full potential and improve outcomes for their future.

Yours Sincerely

Mrs S Starkey
Head Teacher

