



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ
 Telephone: 01202 380015 Email: contact@teachpoole.com
 Company Number: 09484306

Monday 10th July, 2023

Dear Parents and Carers,

Changes to Registration Times in September 2023

As you are aware from communication earlier this year, the registration times are changing across TEACH Trust from the 4th September 2023. **Morning registration will start at 8.30am across all schools in the Trust.** In the Infant Schools, morning registration will end at 8.45am and in the Junior Schools it will end at 8.40am. Pupils will be recorded as being late in the register if they arrive at school during the 10-minute period after registration has ended. Pupils arriving at school following the end of registration, and after the 10-minute period, will be recorded as an unauthorised absence in the register.

At the Infant Schools, the gates and classroom doors will be open at 8.30am. In the Junior Schools, the gates will be open at 8.15am and the classroom doors at 8.30am. A combination of Headteachers, Senior Leadership Team members, Pastoral Care Workers and Inclusion Leaders will be present when the gates open at schools to meet and greet pupils. The end of the school day remains unchanged.

Please refer to the table below:

	Gates open	Doors open	Registration Starts-ends	Gates/doors close	Late recorded in register	Unauthorised absence recorded in register	End of school day
Canford Heath Infant School	8.30am	8.30am	8.30am-8.45am	8.40am	8.45am - 8.55am	8.55am onwards	3.00pm
Ad Astra Infant School	8.30am	8.30am	8.30am - 8.45am	8.40am	8.45am - 8.55am	8.55am onwards	3.00pm
Canford Heath Junior School	8.15am	8.30am	8.30am-8.40am	8.35am	8.40am - 8.50am	8.50am onwards	3.10pm
Haymoor Junior School	8.15am	8.30am	8.30am - 8.40am	8.35am	8.40am - 8.50am	8.50am onwards	3.10pm



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Canford Heath Infant School

[canford_heath_infant_school](https://www.instagram.com/canford_heath_infant_school)

Canford Heath Junior School

[canford_heath_junior_school](https://www.instagram.com/canford_heath_junior_school)

Ad Astra Infant School

[ad_astra_infant_school](https://www.instagram.com/ad_astra_infant_school)

Haymoor Junior School

[haymoor_junior_school](https://www.instagram.com/haymoor_junior_school)

We wish you a lovely Summer break and we look forward to welcoming everyone back to school, on time for registration, in September 2023. If you have any queries, please do not hesitate to contact your School Office or myself on 01202 380015 ext.501 (Monday, Tuesday and Wednesday) or Mrs Mandy Bates, Attendance and Welfare Officer, on 01202 380015 ext.223 (Wednesday, Thursday and Friday).

Yours faithfully



Lesley Specterman
Home Academy Liaison Officer



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Canford Heath Infant School

canford_heath_infant_school

Canford Heath Junior School

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