



**Teddington  
School**

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*Headteacher: Kathy Pacey NPQH*

27 November 2018

Dear Families

### **Attendance and Punctuality**

The week beginning Monday 10 December will be a whole school attendance week. The focus of this week will be on the importance of attendance and punctuality to us all. During the week there will be prize draws for students with a 100% attendance and a separate prize draw for those students who have no late marks.

Students should be in school by 8.40am for the student warning bell and in lessons for 8.45am.

Students who arrive late to Period 1, without good reason, will receive a late detention, even if they have arrived in school on time.

Yours sincerely

Mr N Hill  
Deputy Headteacher

