



St Mary's School CAMBRIDGE

EARLY MORNING ENTRY INTO THE SCHOOL – 2016/17

Students should arrive at school between 8.15am-8.30am in time for morning registration. The school does permit pupils to arrive earlier than 8.15am, however as there are limited staff on site we require students to sign in at reception. If you expect that your daughter will be arriving before the normal registration time, please complete this form and return it to the staff at our reception desk.

Student name	
Student form	
Arrival between 7.30am and 8.00am	Yes/No
Arrival between 8.00am and 8.15am	Yes/No
Location after signing in (i.e. form room, Learning Resource Centre)	

I confirm that, should my daughter arrive at school before 8.15am she will register her entry on the registration sheet at reception. She will then make her way to the location stated above and remain there until registration. Should she choose to move to another location on any particular day, she will record this on the registration sheet. I understand that there is a limited staff presence on site prior to 8.15am.

Name:

Signature:

Date: