

13 June 2025

Dear Parent/Carer,

From Monday 16 June, we are streamlining how you book your child's Suffolks Tea Time place. We will be using the Arbor App to register pupils attendance daily.

Once you have booked and paid for your sessions directly with Suffolks, please ensure you also **register your child's attendance** via the **Arbor App (Carterhatch site)** for the relevant week(s). If you choose to do this daily, they must be registered by 2pm. This will ensure we have an accurate attendance register for all children.

This change will allow you to manage day changes yourself. To help us manage bookings efficiently, please make any last-minute changes or new bookings directly through the Arbor App.

If you have any queries, please contact the school office.

Thank you for your cooperation.

Kind regards,  
*Helen McGovern*  
Headteacher

CARTERHATCH JUNIOR SCHOOL	<b>T</b>	020 8804 2101
CARTERHATCH LANE	<b>W</b>	WWW.CARTERHATCHJUN.ORG
ENFIELD EN1 4JY	<b>E</b>	<a href="mailto:ENQUIRIES@CARTERHATCHJUN.ORG">ENQUIRIES@CARTERHATCHJUN.ORG</a>

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**HEADTEACHER** MS H McGOVERN • **DEPUTY HEADTEACHERS** MISS C NEWTON & MRS A FRY

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