18th December 2017

Dear Parent/Carer

It has come to my attention that some parents/carers have arranged for their child to be collected at the end of the day by someone else without giving the class teacher prior notice.

If you are not picking your child up at the end of the day, please inform your child’s teacher of who will be picking them up, or ring the office so a message can be taken through to class.

If your child is regularly collected by someone else it may be helpful to leave a list of names with the teacher.

In future if no prior arrangement has been made your child will not be handed over until a parent/carer has been contacted.

Thank you for your co-operation in this matter.

Mrs V Sherwood
Head of School