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**Headteacher:** Mr David Fenton

**Deputy Headteacher:** Mrs Paula Keogh

Monday 22<sup>nd</sup> May 2023

Dear Parents/Carers,

### **EARLY COLLECTION FROM SCHOOL**

Please can I ask parents/carers to NOT collect your child early from the school office, unless in exceptional circumstances or unless a medical letter can be shown.

This week, we have had lots of parents/carers asking to collect their children early (between 2:45pm and 3:10pm) from the school office. As you can imagine, this puts a huge strain on our staff.

We are unable to let children walk to the office on their own, therefore, we have to release a member of staff to do this. As all staff are busy teaching or supporting children at this time, it does mean that this is interrupted. This is just not manageable for us when we need to be concentrating on children's learning.

I do understand that some parents have pre-agreed alternative collection arrangements, due to exceptional circumstances, which we wish to continue to support.

I apologise for this but I am sure you can imagine that in such a large school building, it can become unmanageable very quickly.

Thank you for your continued support.

Mr David Fenton  
Headteacher

