

Friday 17th November 2017

Dear Parents and Carers,

Collecting your child from School

Please be reminded that if you are not collecting your child from school you must inform the class teacher at the start of the day or telephone the school office to notify us. We will need the name of the person collecting, and their relationship to, your child. If a new person is collecting your child for the first time they will also need to bring photo I.D. with them to show the class teacher. If we do not receive this information, your child will not be released from school.

Thank you for your continued support.

Yours sincerely,

Mr. S. Wynn

Head of Academy