

16 March 2016

Dear Parents

### **Collecting Children from School**

We understand that sometimes circumstances change and the regular people collecting children from school has to alter. We must ask that if someone other than normal is collecting your child/ren that you inform the school office by telephone, email or in person.

Occasionally a member of staff is told on the playground in the morning of changes to the normal routine – unfortunately by the time that member of staff has arrived in class the information may be forgotten.

If someone is going to pick up for you on a regular basis we will log that information and keep this by the door at home time so that everyone knows.

Obviously the safety of our children comes first and we thank you for your continued support.

Yours truly

Mrs J Naylor  
**Head Teacher**