

Dear parents,

**New procedures for collecting children at the end of school or from clubs**

- School gates will remain closed at the end of the school day until 3.10pm.
- School gates will be locked again at 3.35pm.
- For collection of children at after-school clubs, please enter through the main office. If the club is still in progress, please wait in the Atrium. After collecting your child/ren you will need to exit via the main office door.

**Reminder**

Can we please remind you to check for a test email and text message which will be going out tomorrow. These will be sent to the main contact only (Priority 1 contacts). If you **do not** receive these, please complete your details below and return to the office so that we can update our database. **Please note:** if we have been notified that parents are living separately, email and texts have been sent to both parents.

Thank you for your co-operation.

Miss Heanes, Headteacher

13<sup>th</sup> March, 2017

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**Contact details**

Child's name: \_\_\_\_\_ Year: \_\_\_\_\_

Preferred contact mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signed \_\_\_\_\_ Printed \_\_\_\_\_