

13th September 2024

Dear Parent/Carer,

Re: School Collection

It has come to our attention that some pupils are being collected late. We understand that occasionally delays are unavoidable, and at times the queue in the car park can become busy causing a delay. However, consistent lateness can cause several issues, especially for pupils with medical needs and not having trained staff on site after 3.30pm can leave pupils in a vulnerable situation.

On a Friday all staff are required to be in training and some staff are missing essential training while they wait for pupils to be collected after the 1.30pm (1.15pm Fulston) finish time.

To ensure the safety and wellbeing of all students:

- Please make every effort to collect your child on time.
- If you anticipate being late, please contact the school office as soon as possible to inform us of your delay.
- Consistently late collections may result in a meeting with an Assistant Principal to discuss how we might support you.

Thank you for your understanding and cooperation in this matter. Ensuring the safety and wellbeing of our pupils is our top priority, and your support is greatly appreciated.

Kind regards

Yours faithfully



Angela Howe
Principal