

28 March 2017

Dear Parents

We have noticed that parents are collecting children earlier than the school finish time of 3.15pm, for medical appointments etc. Whilst I understand that occasionally this is unavoidable, I am concerned that these requests are becoming more frequent.

I am sure you will understand that this is not only disruptive for your children, but also for the rest of the class as well as teaching and office staff. I would therefore politely request that any future appointments are made outside of school hours, wherever possible. I would also ask that you supply school with a medical appointment card and/or letter (stating date and time) for any future requests to take the children out of school early.

Thank you for your co-operation.

Yours sincerely

Mrs A J Lupton
Headteacher