



Headteacher: Mrs H Ward

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10th December 2019



Leadership & Management Standard

Final Day Arrangements

Dear Parents/Carers

As you are aware the school finishes for the Christmas break on Friday 20th December. The children can be collected from school early on this day should you wish to. We will of course be open until the end of the day as normal and the Care Club will still operate its normal times.

The children can be collected at the following times:-

- 1.25pm Foundation and Year 1 from outside their classroom doors
- 1.25pm Year 2 usual home time pick up place
- 1.30pm Years 3, 4, 5 & 6 usual home time pick up place

The only entrance at this time of day will be Stancliffe Road.

Unlike in previous years, **CHILDREN CANNOT BE COLLECTED AT ANY OTHER TIME DURING THE AFTERNOON.**

If you are **NOT** planning to collect your child/children at this earlier time then please collect them at their usual end of school time and place (3.15pm Foundation, 3.20pm Years 1 & 2 and 3.30pm Years 3, 4, 5 & 6).

Please make sure that all PE kits etc have been taken home by the evening of **Friday 14th December.**

Remember we return to school after the Christmas holidays on **MONDAY 6th JANUARY 2020.**

Yours sincerely

Mrs H Ward

Headteacher