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HAPPY



HELPFUL

HARDWORKING

Whitehill
Primary
School

12th September 2018

Dear Parents and Carers

End of School Day and Access to Finance

End of School Day

As of today, the two main external gates will close at 15:40. After this time, to pick children up from late club or after school club please use the video entry phone by the Sunshine Lodge (full -time nursery). If you are picking up children from Extra-Curricular clubs at 16:30, please use the main entrance on Sun Lane.

Please can KS2 parents wait for children either on the green playground or **behind** the blue picket fence, this is for safeguarding reasons. These areas are accessible from the main entrance drive way and the steps down from the KS1 building.

I encourage parents to speak to staff at pick up time, but can I ask you to wait until all children from the class have been accounted for. On collecting your children, I would ask that you leave the school as soon as possible and discourage your children from using the school equipment unsupervised, as the school would have no control.

Access to Finance

I am aware that parents need to access the finance office for payments; for the safety of all children it is imperative that you only enter the KS1 building to do this. Entering the building for any other reason compromises the safety of the site and is unacceptable.

If you have any issues or queries regarding your children, please speak to a member of staff at the gate in the morning to pass the message on, or use the contact books.

Yours sincerely

Mr Lowing
Headteacher

Headteacher: A Lowing

