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HAPPY



HELPFUL

HARDWORKING

Whitehill Primary School

14th September 2018

Dear Parents and Carers

Please can I ask that you make every effort to pick your children up on time; being late causes children to be anxious.

As of Monday, children that have not been picked up by 15:30 will be taken to the 'Late room'. This will now be from the Multi-Function room (old year 6 café), which has external doors onto the junior playground. This then enables parents to pick up their children without entering the school building for safeguarding reasons. If you are late, please go to the Sunshine Lodge (30 hours nursery) entrance where there is a video phone. Please then access the late room via the junior playground. Under no circumstances should you enter the school building.

Please note, we must have a current emergency number for every child.

Yours sincerely

Mr Lowing
Headteacher

Headteacher: A Lowing

