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Dear Parent/Carer,

Early collection of children from school

Last academic year children across school were increasingly collected early, before the end of the school day, especially on a Friday.

Not only does this mean children were **missing important learning**, but it caused **significant disruption** to our school office, and across our school week, this added up to a significant amount of staff time.

Unless your child has a **hospital appointment**, then please can we ask that parents/carers think very carefully before asking to collect any children early. All **other appointments should be made outside of school hours**.

We would very much appreciate your understanding of the significant impact this has caused last academic year.

Thank you.

Yours sincerely,

Mrs Grant
Headteacher