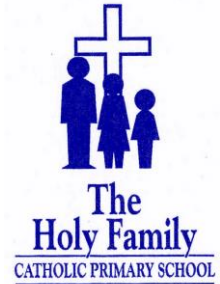



Holy Family Catholic Primary School

Ongar Hill,
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Surrey,
KT15 1BP
Tel: 01932 846366
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10th May 2018

Dear Parents

It has been brought to my attention that regrettably the number of children that are not collected at 3pm is increasing and I unfortunately find myself having to write and remind you that the school day ends promptly at 3 o'clock.

We understand that emergencies do happen and occasionally parents are delayed in which case you must telephone and advise us. However, if it is a regular occurrence that you are unable to get to school for 3pm then we must ask you to make alternative arrangements i.e. by getting another parent to collect your child/children or alternatively there is the After School Kids Club that runs in the Parish Centre.

Teaching staff cannot always stay on after the end of the school day as they may have their own arrangements. The office is manned until 4pm on a Monday, Wednesday & Friday however, due to long-term sickness there may be no member of the office staff there after 2.30pm on other days.

We try to maintain punctual habits in the children therefore they must be brought to school and collected on time. It can also be very distressing for a child when they are not picked up at the same time as all their class mates.

Thank you in advance for your co-operation with this matter and please do not hesitate to contact me should you wish to discuss this further.

Yours sincerely

Mr Tindall