

LISTEN- RESPECT- ACHIEVE



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Dear Parents/Carers

We are currently getting numerous calls around 3:00 - 3:15pm asking office staff to relay messages to children about end of day arrangements.

I am very concerned as the office staff are unable to relay these messages so late in the day and continue to answer any emergency calls that may be received. This leads to children being in the wrong place at the wrong time, it causes upset. None of us want a child to feel lost or worried because they have left before a message can be given to them.

Please can I ask that you sort your end of the day arrangements in the morning so your children are clear as to what they are doing.

This leaves staff available to take emergency calls from parents and ensure all children are kept safe and free from worry.

Many thanks for your cooperation,

Mrs Curson
Head Teacher