

# Charlestown Community Primary School and Nursery



Wednesday 30<sup>th</sup> November 2022

Dear Parents/Carers

## Early Collections

Last Thursday, 10 children were collected before the end of the school day (between 2pm and 3pm) meaning that a lot of learning time was lost. Some parents also requested brothers and sisters to leave early too.

We need to put a stop to this.

Please ensure that you do not book appointments in learning time. Your children need every possible moment in school.

If you cannot avoid this, we will need proof of appointment to authorise the early departure and this proof will only authorise the child whom the appointment is for. Please arrange for another adult to collect any remaining children in school. This is in your child's best interest.

Also, if your child is sent home early due to illness and you had previously arranged to collect someone else's child/ren, please inform the other parent so they can make alternative arrangements for them to be collected at the end of the school day if you are unable to return to collect them.

Thank you for your cooperation in this matter.

Yours sincerely

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