

Dear Parent/Carer,

15.10.2018

RE: School Office procedures – children's items



Due to reductions in staffing capacity in the front office the following changes are being made.

Parents dropping off children's forgotten lunch box, books / book bag, homework, PE bag etc to the school office please note that from **now on** these items will be placed in a box located in the office.

It is your child's responsibility to ensure their items are collected at break or lunch time.

Please ensure items are clearly labelled with the child's name and class.

At the end of each week the box will be emptied into the Welfare room and marked as lost property.

Office staff will not be delivering items to your child's classroom as this disrupts teaching and learning for the whole class.

The school is **not responsible** for any lost items that has been dropped off to the school after morning registration.

If you are handing in a lunch box later than 11.45am, your child will be given school lunch which cost £2.05, this charge will be added to your child's Parent Pay account at the end of the week.

Thank you for your cooperation and support in advance of these changes.

Yours sincerely,

Laura Wynne
Headteacher

