

**Email sent to all parents of EY and KSI children on Thurs 6th March
re. afterschool collection**

Dear Parents of EY & KSI children,

Notifying School of afterschool collection

Thank you for continuing to use the coloured slip notification system via the school office to notify us of changes to the collection of your child at end of day.

However, one element that would further help to ensure the safety and certainty of the end of day handover is that from this point forward, we ask that you **notify the class teacher in writing if your child will be attending a child minder or any other after-school provision** (not provided by school), particularly if this is on a regular basis and if there are any changes.

Please include the following information in your notification:

- Your child's full name and class.
- The name and contact details of the child minder or after-school provision.
- The specific days of the week your child will be attending the after-school provision.

This information will help us to keep accurate records and ensure that your child is safely accounted for at the end of each school day.

Thank you for your cooperation and support.
Headteacher