



Westgate Primary School

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Head of School: Mr. D. Terry

Monday 16th January 2017

Dear Parents and Carers,

We have had quite a few children being collected late from school recently, and I wanted to write to you all to reinforce the expectation that children are collected from their classrooms on time.

I understand that there may be rare occasions when it will not be possible for you to collect them on time. Where this is the case, I would ask that you ring the school office and let them know.

It can be distressing for the children if they are unexpectedly the only ones left after school, and it can be disruptive for staff who often have other school-related work to attend to.

As a reminder, the end of the teaching day for children in Reception and key stage 1 is at 3.10pm and for children in key stage 2 it is 3.15pm.

Thank you for your continued support.

Yours sincerely

Mr D. Terry
Head of School

