

To: Parents/Carers of pupils attending Breakfast and After School Club

September 2014

Dear Parent/Carer

New Collection arrangements

Due to a reorganisation of the school's administrative staff, the office at Heathland School will now close at 4.30 p.m with effect from Monday 29th September.

This means that if you need to contact the After School Club after 4.30pm you will need to contact the club directly via their new mobile number: 07795 507 250. It is very important that you make a note of this number as there will be no-one answering the main office number.

Additionally, when you arrive at school to collect your child from After School Club you will need to use the handset located inside the main entrance to the left hand side of the reception area to speak to a member of After School Club staff to inform them of your arrival. You just need to lift the handset – the number will dial automatically – and wait to speak to a member of staff. Let them know who you are collecting and your relationship to the child. It is very important that anyone arriving to collect a child has proper authorisation so if, as a parent or carer, you ask someone else to collect your child this information should be given to the school office and to the After School Club.

If you have any questions please ask a member of the office or Breakfast or After School Club staff.

Yours sincerely

Chris Hepworth
Breakfast & After School Club Manager