



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH NPQEL



13 March 2024

Dear parents and carers,

Re: Notice Regarding Early Collection of Students

We are writing to remind you regarding the early collection of pupils from school.

It is our responsibility to ensure the safety and well-being of all our students throughout the school day. Therefore, we kindly request that you refrain from collecting your child from school earlier than the designated dismissal time unless you have informed us in advance of an appointment or in the case of an emergency.

Early collections disrupt the learning environment and can be unsettling for both the student and the class. When pupils are constantly removed from class unexpectedly, they miss valuable learning time and may struggle to keep up with their peers.

If you need to collect your child early, we ask that you please adhere to the following guidelines:

- **Advance Notice:**
 - If you know in advance that you will need to collect your child early, please inform the school office by sending an email or calling us at least 24 hours beforehand.
- **Emergency Situations:**
 - We understand that emergencies can arise unexpectedly. In such cases, please contact the school office as soon as possible to inform us of the situation and the estimated time of early collection.
- **Identification & Signing Out:**
 - When collecting your child early, please be prepared to provide identification and sign them out at the school office.

We would also like to remind you that as a large, busy school it can take time for staff to collect your child and we would appreciate if staff can be treated with kindness and respect that they deserve.

We appreciate your cooperation and understanding in adhering to these guidelines. By working together, we can maintain a safe and productive learning environment for all students at William Harding.

Thank you for your continued support.

Sincerely,

The Senior Leadership Team

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.



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