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Headteacher: Mr M Wignall

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Dear Parent/Carer

Over the past few weeks we have noticed an increasing amount of parent/carers dropping off forgotten items to the school reception office. Whilst we appreciate that everyone has busy lives and invariably things get forgotten, can we please remind you that it is your daughter/son's responsibility to ensure they are fully equipped for the day ahead. Any student found not to be fully equipped for each lesson is issued with a lunchtime detention therefore students requesting items to be brought in will also be sanctioned in the same way. This will include PE kits, homework and musical instruments.

Our reception staff are extremely busy and, although they do their best, we cannot guarantee the item will get to your daughter/son.

Can we also take this opportunity to remind you that should your daughter/son become unwell during the school day, they should report to the medical room where one of our medical team will assess the situation and contact parent/carers should they or their Achievement Leader think it necessary. Students should not be contacting parent/carers directly.

Thank you for your continued support.

Yours faithfully

Mr G Odlin
Assistant Headteacher

