



23rd June 2023

Dear Parents and Carers

Appointments and Collection of Pupils during the school day

I would like to emphasise the importance of regular attendance and uninterrupted learning for our pupils during the school day. We believe that a consistent and structured school day is essential for their academic progress and social development. As such, it is crucial that pupils remain in school for the entirety of the school day.

We understand that there are occasions when appointments need to be scheduled during school hours. However, we kindly ask for your cooperation in avoiding, where possible, booking such appointments during the school day. By doing so, we can minimise disruptions to your child's learning and ensure their full engagement in all classroom activities. Any appointments made during the school day, will require a copy of the appointment letter or email.

Furthermore, I would like to inform you that due to logistical considerations and the need to maintain a safe and structured environment, from September we will no longer be able to accommodate early collection of pupils from school. This means that if your child is involved in any activities after school that require an earlier pickup time, it will no longer be possible for us to facilitate this arrangement. Please therefore ensure that all activities such as swimming, karate, music lessons etc, are scheduled for a time that allows you sufficient time from your child's regular collection time until when their club starts. Your full support is very much appreciated.

As a reminder, from September 2023 our school day will end 5 minutes later for all our pupils. Pupils in Reception and KS1 will finish at 3.20pm and pupils in KS2 will finish at 3.30pm

Thank you for your understanding and ongoing commitment to your child's education.

Yours sincerely

Mr Tofallis
Head Teacher

Summit Way, Southgate, London, N14 7NP • Tel: 020 8361 1881 • Fax: 020 3434 0334
E-mail: office@ashmoleprimary.org • Website: www.ashmoleprimary.org

Ashmole Trust Registered in England & Wales. Registered address: Cecil Road, Southgate, London N14 5RJ. Company Reg. No. 07375627

