

Mr Clive Padgett
Head Teacher:
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LEAMORE LANE,
WALSALL,
WEST MIDLANDS, WS2 7NR

3rd May 2018

Dear Parents and Carers

Please can you ensure that from Tuesday 8th May 2018 all children are signed out of school at the end of the school day by parent/carers and transport staff using the computerised entry system in the Reception area, in exactly the same way as you do in the mornings.

This will also be the case if you come to collect your child early for appointments or dropping them back into school following appointments.

This request has come after reviewing our Health and Safety procedures. We need to be sure that all students have left the school site in the event of a fire alarm.

If you have any questions please speak to Reception. Thank you for your help in this matter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Clive Padgett', written in a cursive style.

Clive Padgett
Head Teacher