



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



10 February 2023

Dear parents and carers,

Re: Collection and drop off

We know that there are occasions when your normal drop off or collection arrangements need to be changed. Sometimes the person who normally collects is unwell or unable to make it to the school.

Running late

If the person who normally collects is running late, we ask that they call the office to let us know. We will always make sure that the child is safe with staff. Staff will wait at the gate for a few minutes and then take the child inside. If the person collecting is more than ten minutes late, we will take the child to WOW club. Please note you may be charged for this.

Normal collection change

If the person who normally collects is not able to collect, we ask that the parent contacts us to let us know who is collecting instead. We will not release a child to an unknown person until we have had permission from the parent. If we haven't been informed of a change to who is collecting, we will call the parent to get permission.

We understand that sometimes the arrangements change very close to the end of the day, however, we ask that we are informed of changes as early as possible to ensure that the message gets to the teacher before the end of the day.

Kind regards,

Mrs Skinner

Inclusion, Pastoral and Safeguarding Lead

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

