

Saint Bede's Catholic High School
*A Business and Enterprise College
with an Additional Specialism in Languages*

Talbot Road
Lytham St Annes
FY8 4JL

Mr P Grice MEd
Headteacher

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Dear Parent(s)

Collection of pupils at the end of the school day

As you know, our school opening times are from 8.00 a.m. until 5.30 p.m. Because we have a duty of care to pupils who are on the premises between these times, it is necessary for a member of staff to be present and wait until any pupils being taken home by parents, relatives (or adults designated by parents) have been safely collected.

We recognise that there are times when exceptional circumstances result in a pupil being collected at a later than anticipated time. However, we will always expect parents collecting their son or daughter to do all they can to ensure that they arrive on time to minimise anxiety for their child and to prevent members of staff being inconvenienced.

Thank you for your support.

Yours faithfully

Mr A S Barnett – Assistant Headteacher



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

