



**HOLMLEIGH PRIMARY
SCHOOL
DUNSMURE ROAD
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HEADTEACHER: Margaret-Mary Boateng

SENIOR ADMIN OFFICER: Jane Poole

05/12/2024

Dear Parents/Carers,

We would like to remind you of the process for collecting children from the after-school care club. Following these guidelines helps ensure the safety and well-being of all children:

1. Please ring the bell to the **left** of the gate to alert After-School Care Club staff.
2. A member of staff will come to the gate to let you in.
3. Parents and carers are required to wait in the main foyer and **must not enter** through the double doors or elsewhere in the school without supervision.
4. Your child will be brought out to you, unless a member of staff requests a parent to come in (at the club's discretion).

Important Notes:

- It is not possible to retrieve any belongings your child may have left in their classroom. Please remind your child to take their belongings with them at the end of the school day.
- The side gate will remain open to allow children and parents to collect bikes once the child has been picked up.

Thank you for your cooperation and understanding.

Kind regards,

Karima Singh & Sally Bazel

After-School Care Club