



St Thomas' CE Primary School

Infant Dept: Wellington Road N, Heaton Chapel, Stockport SK4 4QG · Junior Dept: Buckingham Rd, Heaton Moor, Stockport SK4 4QY

Tel: 0161 432 6809 · Fax: 0161 975 5064

Headteacher: Mrs K Morris

Deputy Headteacher Infants: Ms L Loynes · Deputy Headteacher Juniors: Mr P Campen

Email: headteacher@st-thomasheaton.stockport.sch.uk · www.st-thomasheaton.stockport.sch.uk

16th November 2018

Dear Parents and Carers,

Mrs Morris would like to advise and remind you that all non-attendance and changes to collection arrangements **MUST** be communicated via the **School Office** and not by Class Dojo or any other means.

If there are changes to the collection arrangements at the end of the School day, please inform the School Offices either in person, by phone or by the following email: admin@st-thomasheaton.stockport.sch.uk. The blue gate at EYFS (Reception), the door at KS1 and the gate at KS2 will still be staffed for any other messages etc.

If your child attends PALS (after school club) and there are changes to the collection arrangements, the School Offices as well as Mrs Thomas, must be informed.

If your child goes to any of the after school sports clubs with PSCL or French Club (Le Club Francais) and there are changes to the collection arrangements, you must inform the School Offices and we will notify the staff running the clubs.

If you have children at both Infant and Junior Sites, please inform the School Offices on both Sites.

In other words, if you have made alternative arrangements to normal picking up from school, we ask you to let us know **via** the **School Office**. This is for the benefit of your child and our staff (including sports coaches, after school club and French Club), so we know who should be meeting your child at the end of the day.

With thanks and regards,

Lesley Fairfax - School Office.

