



ALBAN CHURCH OF ENGLAND MIDDLE SCHOOL

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Dear Parents/ Carers

Whilst there may be occasions when you need to get a message to your child during the school day about travel arrangements, this can cause some difficulties for both staff and children in school. Sometimes, messages are received very close to the end of the day which can cause problems locating the child and ensuring they have received the message. Occasionally there is some confusion about the message and if pressed for time before the buses leave, children can become anxious.

Our prime concern is for the safety and welfare of the children and sometimes it is difficult for us to verify the caller to ensure the authenticity of the message, particularly if insufficient time is given before the end of the day.

Parents / Carers will be asked to give their contact numbers when requesting a change of arrangements for their child. The office staff can then verify the caller against our records and safely deliver the message, if given sufficient time to do so.

I would ask that you phone the school to change arrangements during the day **only under exceptional circumstance**, in the interests and welfare of the children, who are more relaxed and comfortable if they know what is happening at the end of the day before they leave for school in the morning.

Can I also remind parents that information and copies of all letters and Newsletters are available on our web-site at www.albanmiddleschool.co.uk

Thank-you for your support and co-operation in this matter.

Yours sincerely

Mrs L Dougall
Headteacher