

10th October 2023



Ettington Church of England
Primary School

Dear Parents,

We understand that there are times when there is the need to make last minute changes to the end of day collection for your children.

Moving forward, please can we ask that you email the school admin team with any changes to collection by anyone other than yourself or those you have listed on your collection request form.

As per their terms and conditions, we also ask that if your child is not attending base club on any given scheduled day, that you email them accordingly so that there is clarity by all for collection.

We will not release your child without a confirmation email to collection changes.

Yours sincerely

Mrs M Crowe
Headteacher