



Prince Albert PRIMARY SCHOOL



13th July 2023

RE. COLLECTING SCHOOL REPORTS

Dear parents/carers,

I hope you are well and looking forward to the Summer break.

I am writing to inform you of the procedure for the collection of school reports. All reports will be given out on Monday **17th JULY**. They will be handed out by the class teacher after school.

Teachers will only hand reports to the parent of the pupil. If you do not pick your child up from school on Monday, and you would like someone else to collect the report, you will need to let us know via a phone call to the school office or by sending a letter into school with your child prior to Monday home time. Pupils that walk home alone will not be given their reports. A parent will need to collect them.

We have opted to give out reports in this way to ensure that the correct report is given to the correct parent, however, as I am sure you can appreciate, this is quite a task for our teachers. We have additional staff supporting but would appreciate it if you could be patient and wait your turn whilst your child's teacher is handing reports out. Please stand back and wait patiently.

Any reports not given out on Tuesday will be posted out the next day.

Regards

Miss M Davies
Headteacher

اگر اس خط کے پڑھنے میں آپ کو مدد چاہے تو برائے مہربانی اس کو سکول کے دفتر میں لے آئیں
এই চিঠিখানা পড়তে যদি কারো সাহায্য চান তবে দয়া করে চিঠিখানা নিয়ে বিদ্যালয়ের অফিসে আসুন

Daca nu intelegeti continutul acestei scrisori, va rugam sa va adresati biroului receptie pentru a primi asistenta necesara



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