



a part of Swanland Education Trust  
[www.swanlandeducationtrust.co.uk](http://www.swanlandeducationtrust.co.uk)

7 July, 2020

Dear Parents/Carers,

Arrangements for collecting school reports

As previously mentioned, school reports will be ready for collection on Friday 10<sup>th</sup> July.

If your child is in school that day (either as a key worker or on a transition visit) they will be given their report – and their siblings report if applicable– to take home with them.

We ask that other parents of those children not in school, attend school at the allocated time. If you have children in more than one class, you can of course collect both reports at the same time.

The collection times are as follows:

Class 1 – collect between 9.30 and 10.30am

Class 2 – collect between 10.30 and 11.30am

Class 3 – collect between 1.15 and 2.15pm

Class 4 – collect between 2.15 and 3.15pm

Please press the school buzzer, state your child's name and a member of staff will bring the report out to you. The report will be placed in a tray for you to pick up.

If you are unable to collect on that day and your child is in school the following week, your report will be sent home the next time they are in school.

Please help us out by ensuring that you only arrive at school in the allocated time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Oxtoby'.

Alison Oxtoby  
Head of School