



Wednesday 29<sup>th</sup> September 2021

**BY EMAIL**

Dear Parents,

Since the start of term, and the introduction of our new timetable, we have continued to observe how our day works and make adjustments where needed.

I am writing to you to clarify details of small changes to our pickup times and locations which will be effective from Monday 4<sup>th</sup> October.

### **Pick Up Times and Locations**

There are 3 standard pickup times:

**4:30pm**      Collection from the back pitch via the Pre-Prep car park for year 3-6  
Collection from the front hall, signing out with the school office for year 7-8.

**5:30pm**      An adjusted time (previously 5:15pm) to allow children to finish their activities and make their way to the pickup point (as above)

<b>After Prep:</b>	Year 3 & 4	6.00pm	Collection from back pitch
	Year 5	6:05pm	Collection from back pitch
	Year 6	6:15pm	Collection from back pitch
	Year 7	6:20pm	Collection from front of school
	Year 8	6:30pm	Collection from front of school

If for any reason you need to collect your children outside these times please come to the front office.

If you are collecting after prep, or have informed the school office (by emailing [absence@windlesham.com](mailto:absence@windlesham.com) or booking an early pickup via misocs) that you will be collecting at either 4:30pm or 5:30pm, children will be taken to the relevant location and will remain there for 10 minutes. If you arrive more than 10 minutes after the designated pick-up time, pupils will go to the front office and wait to be collected. This is to allow staff to get to their next activity or prep session.

It is vital that you sign your children out with either the teacher on duty at the above times, or a member of the front office staff outside of these times. Furthermore, please ensure that you let us know by email or phone, if your child is being collected by someone other than yourself.

### **Morning and evening wraparound care**

Due to the demand for wraparound care, we have found the need to formalise what we offer in terms of morning and evening supervision to all children from Pre-Prep upwards. Further details and charges are listed below. All costs would be payable in your termly invoice:

**Morning Supervision**

7:30am – 8.00am

Cost £5

**Evening Supervision**

Until 7.00pm

Cost £5

Children who are booked in for either of the above sessions will also receive either breakfast or supper as appropriate.

Charges will be effective from Monday 27<sup>th</sup> September. If you would like to book your child in for morning or evening supervision (either individual, one off or regular slots), please email the front office at [WHSoffice@windlesham.com](mailto:WHSoffice@windlesham.com)

As always, if you have any questions, please do not hesitate to contact the front office team.

Best wishes

**Andy Nuttall**  
**Deputy Head**