

St Ann's RC Primary School  
Derbyshire Lane, Stretford,  
Manchester, M32 8SH  
0161 865 7705 / 1131

11<sup>th</sup> September 2019

Dear Parent / Guardian,

**School pick up arrangements**

We would like to inform parents of our procedures at the end of the day.

If your child is being picked up by anyone other than the parent / guardian, you must inform either the class teacher or the school office before 3pm.

We are unable to let your child go home with any other person unless we have been notified even if their name appears on the contact list.

We take the safety of the children very seriously and appreciate your understanding in this matter.

Mr J. O'Brien  
Headteacher