

Friday 12th September 2025

Dear Mr and Mrs Matley

I hope this message finds you well.

I'm writing to follow up regarding the early collection of Mia on Monday afternoons for swimming lessons. While we truly appreciate your commitment to supporting Mia's extracurricular activities, we've noticed that these early pickups are beginning to disrupt the learning environment and the routine of the school day.

We previously contacted you before the summer holidays on 17/06/2025 about early collections for swimming or other clubs. Unfortunately, we're unable to accommodate early collection for Mia on Mondays going forward.

To help us maintain a calm and focused atmosphere for all pupils, we kindly ask that name is collected at the usual end-of-day time of 3:25pm. This ensures they can fully participate in their school activities and allows staff to manage the end of the day smoothly.

We really value your understanding and cooperation in helping us provide the best possible experience for all our pupils. If you have any questions or concerns, please don't hesitate to get in touch.

Thank you again for your support.

Warm regards,

Mrs Ruston



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