



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

5 March 2019

Dear Parents of Out of School Club and Nursery Children

DROPPING OFF AND COLLECTION - REGISTERS

With immediate effect, we would request that parents ensure that they sign their child into, and out of, Acorn using the registers provided. This is not something which either your child or the Acorn staff should be doing for you.

The registers are located:

Breakfast and Holiday Club
School Small Hall

After-School Club
Before 1600 – School Small Hall
After 1600 – School Office

Nursery
Rooms

Registration signals the official handover time for your child to or from Acorn and it is vital that each parent notes the time of drop off/collection and signs against their child's name to confirm this.

Thank you for your assistance.

Yours sincerely

Katie Perry
Acorn Director