Olive School

6th January 2016

Dear parents/ Carers,

Assalamu alaikum (Peace be upon you),

I hope you had a wonderful and relaxing holiday with your children and are ready for the new term ahead.

Here are some reminders for procedures to help with the smooth running of the school and also to help with the safety of all children.

- If you would like another adult to pick up your child at the end of the school day, please notify the office no later than 12pm. If you ring later than this, your request will not be authorised.

- If your child has a doctor's appointment during the school day, please let the office know by 9.30am. We will not allow the children to leave the school without prior notice.

Thank you for your ongoing support.

Kind regards

Caterina Park

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Principal

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