



21st January 2021

Dear Parent/Carer,

We are aware that some students are starting to run low on items such a paper etc. and we would like to offer help, for those families who require additional support, in providing some basic essential items.

We will be offering this service twice a week, on a Tuesday at 10am-12noon and Thursday at 1.30-3pm. This service will start on Tuesday 26th January and will run until the February half-term.

All parent/carers who wish to use this service must wear a face mask upon entering the school site and will need to make their way directly to The Diner, where they will be asked what items they require (eg. A4 lined paper, A4 plain paper, subject exercise books etc.).

We have a limited stock of all items, and whilst we will try to fulfil as many requests as possible, alternatives may be offered if stock is unavailable.

To assist our staff in preparing these items for you on your arrival, we ask that you please come prepared with a list of specific items your daughter requires.

We ask all parent/carers to adhere to social distancing measures at all times and to leave the school site promptly once you have collected your items.

Best Regards
The Office Team