

Burton Manor Primary School

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Headteacher: Mrs T Jackson



16th October 2019

Dear Parents/Carers

From the start of next week any late arrival items, eg PE kits, lunch boxes etc, please place directly into the box in the main entrance to school and they will be distributed during the school day. Please make sure that they are clearly labelled with the child's name and class.

This is to alleviate disruptions to the office and will also mean that you will not have to wait to be seen by a member of the school office team.

Thank you for your co-operation in this matter.

Regards

Mrs T Jackson
Headteacher



Anti-Bullying
Pledge Plus School

