

Headteacher/Prifathro
Mrs K Manley
Tel 01495 756436



www.georgestreetprimary.co.uk
office.georgestreetprimary@torfaen.gov.uk
Twitter@georgestreetpri

**YSGOL GYNRADD A MEITHRIN STRYD SIORS
GEORGE STREET PRIMARY & NURSERY SCHOOL**

Wainfelin Road, Pontypool, Torfaen NP4 6BX

KM/DM

Dear Parent /Guardian

Re: Punctuality at pick up time

I would like to advise you that your punctuality at collecting your child/children at the end of the day remains a cause for concern.

We will be closely monitoring your collection times over the next two weeks and if there is no significant improvement we will invite you to attend a meeting in school to develop a Punctuality Action Plan (PAP) to work towards an improvement.

Parents/Guardians have a responsibility to ensure their child/children are collected on time and in not doing so, this may lead to a referral to the Education Welfare Service and/or further action. As a school we are keen to work with parents/guardians to resolve any problems so please contact Mrs Mollaney on 01495 756436 if there are any issues or concerns you would like to discuss.

Yours sincerely

**MRS K MANLEY
HEADTEACHER**