



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Head Teacher
Mrs Denise Kennedy

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Dear Parents and Carers

Following the change this morning to an official Red Weather Warning for heat, and in line with many other schools in the area, we are adapting our school schedule for the middle of this week to ensure the comfort and safety of our pupils.

We will be offering an **optional** early collection at 1:30pm on Tuesday, Wednesday and Thursday this week. Please note that this early collection is entirely optional, and there is absolutely no pressure to pick up your child. We fully understand that for many working parents this will not be possible. School remains fully open, and children are more than welcome to stay for the normal duration of the school day, including after school club. For those remaining with us, we will be taking things very slowly in the afternoons, avoiding strenuous activities, and doing everything we can to keep the children as cool, hydrated, and safe as possible.

To help us manage these early collections safely please enter though the normal gate and sign out your child/ren at the classroom door. We will only allow pupils to go with their own parents unless prior permission is given for another parent to collect your child via email to the School Office.

To help the children stay comfortable in the classroom, they are welcome to wear their PE kits all this week if this option provides a cooler, looser fit for them. Trainers may also be worn; however, due to the risk of chair leg or foot injuries in the classrooms, please note that open-toed shoes and flip-flops are strictly not permitted.

Thank you for your continued support and understanding during this extreme weather.

Yours sincerely

DENISE KENNEDY
Head Teacher

