



Burnt Tree Primary School

Hill Rd, Tividale, Oldbury, B69 2LN

Tel 0121 557 2967

'Where everyone matters'

Head Teacher Mrs. J. Bayliss



Tuesday, 3rd March 2026

Dear Parent/carer

EARLY COLLECTION OF CHILDREN FROM SCHOOL

Collecting children early before the end of the school day is disruptive for classes and is very difficult if children are in an assembly.

Please be advised that from now on if a child is in assembly you may have to wait until the assembly has finished before we can notify the class teacher that your child needs to leave early, unless it is for a genuine medical appointment which you have proof of. It is very disruptive and difficult to remove a child from a hall full of children.

There may also be delays with children coming to the office for an early collection as there may be no one to bring them to the office when there is only the class teacher in the classroom.

Please only collect children early if you have a genuine appointment, this **can not** be on a regular basis.

For an exceptional circumstance, please speak to the family support officer to make an individual arrangement.

Yours sincerely

Mrs J Bayliss
Head Teacher

