

**The Marches School**  
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**Headteacher:** Sarah Longville BA, MA, NPQH



Ref: AB

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Dear Parent/Carer

### **Information for Parents and Carers regarding Main Reception**

Main Reception are always happy to help where they can, however, please be aware that we are unable to deliver items to you child during the school day.

However if this is unavoidable and items need to be brought to the school please come to the Main Reception and ensure that the forgotten items are clearly marked with your child's name, year and tutor group before 10.00 for students to collect at break, or before 12.00 for students to collect at lunch.

Items not collected by your child will remain in reception for collection at a later time.

### **Reply Slips/Communication**

If your child has a reply slip or a communication that is not in relation to Pastoral or an absence, this needs to be handed in to the Student Services window in the Main School at social times or before/after school.

### **Medical appointments during the school day**

Please send your child to school with a note in their planner stating the reason they need to leave school and the time you wish to collect them. The note should be handed in at main reception at social times or before/after school. A Signing-Out Slip can then be prepared for your child to take to reception to be signed out. Please come to Main Reception to collect your child, where your child will meet you.

If you have any questions or require any further information please do not hesitate to contact me on 01691 664467.

Yours sincerely

*A Beauchamp*

Mrs A Beauchamp  
Processing Team Leader