



Evelyn Street, SE8 5RJ
Tel: 020 8692 4351

E-Mail: info@deptfordpark.lewisham.sch.uk
Web: www.deptfordpark.lewisham.sch.uk

Tuesday 7th March

Lateness



Dear Parent / Carer

Can we please remind you that if your child is late for school and you have a late slip, you will need to take your child to their class via their outside doors. Please do not enter via the 'white door' or go through the school building. Please drop your child into class quickly and quietly so as not to disturb the rest of the class, the teacher will not have time to talk or have a discussion at this point, this will need to wait until the end of the day or a message left with the school office.

If the main gates are closed and you are late for school you will need to register your child's lateness at the school office and get a late pass. Children will then be taken to their class by a member of the office staff.

Can we also please remind you that at the end of the day you must access the school through the main gate please do not use the nursery entrance, this is not a cut through and it puts our nursery children at risk.

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Amanda Pippard
Assistant Head EYFS & KS1

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour