



Ebony Way
Tower Hill
Kirkby
Merseyside
L33 1XT

Telephone : 0151 477 8290

Fax: 0151 477 8291

E-mail : ravenscroft@knowsley.gov.uk

Dear Parent / Carer,

We are regularly asked to pass messages to pupils late in the school day about arrangements for going home.

Could you please make sure that your children are aware of home time arrangements **before** they leave home each morning. The end of the school day is very busy and passing messages on at that time can be difficult.

Calls about changes to home time arrangements should be limited to emergencies only and where possible made before 2:30pm.

If your child is collected from school each day and you are not there at 3:15pm, your child will be sent to the school office to wait.

Thank you for your co-operation.

Yours sincerely

Miss J Hegarty
Headteacher

