



2nd February 2024

Dear Parent / Carer

Re: Dropping off items at school

During the last 5 years of our expansion, the school has found it necessary to periodically revisit existing procedures, to ensure they are 'fit for purpose' as we have grown as a school.

Now that we have reached our new capacity of 1500 students, we have found it necessary to review the current arrangement whereby students can have items dropped off during the day that they have left at home. The number of students we have in school has resulted in this process becoming very time consuming for our office team to manage. The frequent dropping off of items to a classroom is time not spent supporting our school community in more productive ways.

From the start of the new half term, 19th February, we will be ceasing this practice. This brings us in line with many other schools in the borough who do not allow items to be dropped off to students during the school day.

We would ask that parents support their child to ensure that they arrive at school ready for each day. This includes making sure they have with them all mandatory equipment (such as their pencil case and water bottle), exercise books, their chromebook (if applicable), art folder and PE kit. Parents are also asked to ensure that, if students need to use the canteen, that they have sufficient funds on their cashless account.

From 19th February, the school will only accept items at reception where they are critical to supporting a child in school. Examples of this include essential medication or a pair of glasses, so a student can see the board. Parents are also asked not to ask our office team to actively remove their child from a lesson.

Thank you to all parents and carers in advance for their support on this matter

Yours sincerely

Gary Mullings
Headteacher

Vyners School
Warren Road, Ickenham,
Middlesex, UB10 8AB
Tel **01895 234342**

office@vynersschool.org.uk
www.vynersschool.org.uk

Mr Gary Mullings BA (Hons)
Headteacher