



29 April 2021

Dear After-care Parents and Guardians

### **ARRANGEMENTS FOR COLLECTION OF CHILDREN FROM AFTER-CARE**

Please note that from Monday 3 May we will no longer accept phone calls to the after-care cell number to say that you are on the way to collect your child. This system was not part of the school's procedures and is causing delays and confusion.

To collect your child, please report to Reception and give the name of the child to Mr Meyambo (Security) in the usual way. He will arrange for the child to be brought to reception.

If you are collecting your child after 3:45pm, please go to the gate in front of the second building where a staff member will arrange for the child to be brought to the gate.

Children in after-care may be collected from after-care at any time between 2pm and 5:15pm, but not before 2pm.

If you are collecting your child directly after school and not sending him/her to after-care that day, please phone the school during the morning and ask to be put through to Mrs Clark at the primary school. Please tell Mrs Clark that your child is being collected after school and is not going to after-care that day. She will arrange for the child to be sent to the drive-through area where you may collect him/her in the usual way between 1:30pm and 2:00pm. Please make this call well before mid-day, so that arrangements can be made in good time.

The after-care cell phone will now be kept by Mrs Lourens, the after-care manager. Please only use this number for emergencies.

With thanks,

Dr Hurlin  
Director

**Cornerstone College NPC**

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