



# Cardiff High School Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth  
Mr S M Jones

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Dear Parent/Carer

## **Pupil Appointments**

Please may I remind you that when your son or daughter is required to be picked up from school in order to attend an appointment, that you please let them know in advance. In addition, please provide them with a note or a message in their planner and indicate for their teacher, confirmation of the time that you will be arriving at school. This will ensure that your child is available to join you in Reception and prevents the interruption of a lesson in order to pass a message onto your child.

Thank you for your cooperation in this matter.

Yours sincerely

S M JONES  
Headteacher