



Shacklewell Primary School  
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Executive Headteacher: Ms Nicole Reid  
Headteacher: Mr Rory McGrath

18th December 2023

Dear Shacklewell families,

As we approach the New Year, we would like to remind you that in order for your children to participate in any school clubs or extended hours activities, any outstanding debts to the school must be cleared. We understand that unforeseen circumstances can arise, but it's important that we maintain a fair and consistent policy for all families.

Looking ahead to the New Year, we kindly request that all fees for club participation and extended activities be paid in advance to ensure a smooth and hassle-free experience for your child throughout the year.

We deeply empathise with any challenges you may face and we are here to extend our support. If you require assistance or wish to discuss feasible payment solutions, please don't hesitate to reach out to our school office for assistance. Thank you for your understanding and cooperation.

Thank you for your attention to this matter. Your cooperation and support are greatly appreciated.

Many thanks,

Fatu Sanha  
Senior Admin Officer