



Bishop's Hatfield Girls' School

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12th December 2023

Dear Year 7 Parents/Carers,

Subject: Departure from St. Etheldreda's

I hope this letter finds you well. It has come to our attention that there was some confusion regarding the departure process from St. Etheldreda's following the Carol Service yesterday. It appears that some of the register lists pulled through from Google Forms were inaccurate and I would like to extend my apologies for any confusion that arose due to this.

At the end of the service, all pupils were clearly instructed to remain behind if they were unsure of the procedure or felt uncertain about what they were expected to do. We assured the pupils that both myself and senior staff would accompany back to school any pupils who found themselves in this situation.

Regrettably, it would appear that this message was not fully registered by some pupils, resulting in some independently choosing to walk back to school without waiting for additional guidance from staff.

However, I want to emphasise that senior staff ensured the safety and well-being of all our pupils and promptly walked back to school with those pupils who had remained behind, ensuring that no student was left unattended at the church.

Moving forward, we will be reviewing our departure procedures to prevent any such confusion in the future. Your understanding and support in reinforcing these safety measures with your child would be greatly appreciated. I just want to add at this point how wonderful the service was and how proud we were of all the Year 7 pupils and how they represented the school.

Thank you for your continued support and understanding.

Yours sincerely,

Miss T Lawrence
Head of Year

