

## PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA  
Head of Upper School: Mr. Tom Phillips  
Email: [info@preston-manor.com](mailto:info@preston-manor.com) | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ  
Head of Lower School: Mr. Kevin Atkinson  
Email: [lowerschooladmin@preston-manor.com](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089

**Executive Headteacher:** Mr. Russell Denial | Website: [www.preston-manor.com](http://www.preston-manor.com)



**Wednesday 24 June 2026**

Dear Parents and Carers,

Thank you for your patience when collecting your children today. We were not expecting as many parents to collect their children as actually did, so I apologise for the slight wait that some parents had and thank you again for being patient and working with us. We have to ensure that we have the names of all the children who left the premises in case of an emergency.

### **Optional collection arrangements for Thursday and Friday**

Further to my email yesterday, and considering how many parents came to collect their children early from school today, we will be offering an **optional** early collection time of **1:30pm for Thursday and Friday this week.**

There is **no expectation** that families make use of these collection arrangements. Children who remain in school will continue with their lessons and learning as normal.

Tomorrow and Friday you can collect your children from their usual collection point as class teachers will bring all the children to their usual collection points and dismiss them from there. Again, those children who remain behind will have their afternoon classes as usual.

**Independent travellers [years 5 and 6] will not be able to leave until their normal dismissal time of 3.20pm.**

**Parents with children in the Upper School, please look out for any correspondence from Mr Philips regarding Upper School closure times for Thursday and Friday.**

Thank you for your support and understanding as we take these additional precautions. Our priority is to ensure that children remain safe, comfortable and able to continue learning during this period of exceptionally hot weather.

Yours sincerely,

Mr K Atkinson

Head of Lower School