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Thursday 7<sup>th</sup> September 2017

Dear parents / carers

We would like to welcome everyone back after the summer break!

Here is a reminder for how we are coming into school every morning.

A teacher will be present on each school gate to welcome the children into school and remind them that they must get off their scooters and bikes to walk them around into the school yard.

**No children should be on the school climbing frames before or after school.**

KS2 doors will open at 8.45am. Reception and KS1 doors will open at 8.50am. (Nursery starts at 9am, with children entering at their separate entrance door.)

Children will enter school independently and line up at their classroom doors. A member of staff will be at each door to record any messages you may have for your child's teacher. These will be passed on by that member of staff once the doors are closed. Please be patient when waiting to give your message to the member of staff as there may be a number of parents needing to share information.

As teachers will be with their classes and therefore unable to come to the door, if you need to speak to the class teacher specifically, you will need to go to the office and make an appointment. If you need to speak to a member of staff urgently and privately please go to the office and ask to speak to a senior member of staff.

Thank you for your support.

Mrs Matthews

Deputy Head teacher



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