



Head Teacher:
Nicola Truman

Dear Parents/Guardians,

This letter is to make you aware of an important change starting on **Monday 14th November**. Currently we take registers using pencil and paper however from Monday we will be taking the registers online and as a result we will need to tighten up our procedures.

From Monday the gates on the yard will be closing at 9am.

If anybody arrives after 9am you will have to enter school by reception.

Some of you with children in the nursery use the small gate on the side of nursery to access the yard this will also be closed at 9am.

School starts at 8:55am so this gives plenty of time for parents to leave the yard and for the gates to be locked at 9am. There will be no exceptions and the gates will be closed at 9am.

I know I can count on you all to understand why this needs to be done and I hope it will all run smoothly from Monday onwards. If you would like to discuss this more feel free to pop in at any time to see myself or Mrs Egerton Jones.

Kind regards,

Mr P. Vine

Acting Head Teacher



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