



5<sup>th</sup> March 2022

Dear Parent/Carer

**CLASS 2C – CHANGES IN DROP OFF AND COLLECTION**

With immediate effect Class 2C can now be dropped off and collected from the classroom door instead of the car park. For the remainder of this week a member of staff will be available to direct you to the correct door.

Your child needs to be in class between 8.45am and 8.55am, after this time the classroom door will be closed, and you will need to drop your child to the School Office.

At the end of the school day please wait outside the classroom door and your child will be brought out to you, if you arrive later than 3pm you will need to go to the School Office to collect your child.

Thank you for your continued support and punctuality.

Yours faithfully

A handwritten signature in black ink that reads 'L. Chalmers'.

**L Chalmers (Miss)**  
**Class Teacher**

