

## Late arrivals & early pick ups/appointments etc

Dear Parents,

If your child is late for school or needs to be collected out of normal Covid pick up hours please use the following:

- Every Year Group must call the School Office on 01763 246021 from the Car Park on arrival
- If you arrive after 9.20am and your child is in **Nursery, Reception or Year 1** please call the School Office and **wait at your normal entrance**. The Office will then call your child's 'Bubble' and a staff member will come and meet you.
- If you arrive after 9.10am and your child is in **Year 2, Year 3, Year 4, Year 5 or Year 6** please call the School Office and **wait by the Big Gates** by the Staff Car Park. The Office will then call your child's 'Bubble' and a staff member will come and meet you.

Regards,

Debbie Clarke

Admin Assistant