



Elveden Church of England Primary Academy

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Suffolk, IP24 3TN

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Headteachers: Mrs L Rourke and Mrs A. Grimes

Monday 14th September

Start of the day

Dear Parents/carers,

Now that children have had time to settle into their new classes, we would like to clarify the early morning routine.

- Children can be brought through the back gates onto the playground where they can continue to either come straight into school at 8.40am when the doors open (first bell), or remain on the playground with their parents until the second bell at 8.50am. They will then be collected by the class teacher as before. This is to enable parents to drop off earlier if they need to and ease parking congestion. **If you would like your child(ren) to come into school early, please make sure you bring them to the double doors.**
- The school carpark is for staff that will be travelling to and from our partner school during the day, visitors and blue badge holders only.
- The estate has asked that you refrain from parking outside residents' properties as previously requested.

If you need to speak to your child's class teacher at length, please make an appointment at the office or ask them to pass on a message where the class teacher will contact you as soon as possible. Alternatively, you will have the opportunity to speak with them at the end of the day.

Please can we remind those dropping off/collecting children that they must be supervised at all times. We would also like to remind you that if you have made alternative arrangements for somebody else to collect your child, then the office/class teacher must be informed. If this is not the case, we will not be able to let your child go at the end of the day.

Thank you for your continued support.

Mrs Rourke and Mrs Grimes

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