



07.11.2022

Dear Parents/Carers,

Every morning there will be a member of staff on the yard between **8:35-8:45am** to take any messages you would like to pass on to your child's teacher.

The member of staff stood at the class door is there to greet your children and help them settle into school so please give any messages to the staff on the yard. This should be any quick messages to be passed on.

If you have any queries or anything you wish to discuss in detail, please make an appointment to speak to your child's teacher at the office.

Thank you,

Mrs Brown
KS1 Lead