

Myrtle Park Primary School
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Headteacher: Mrs Sarah Crowther

29th March 2018

Dear Parent/Carers

After Easter there will be a new end of the day procedure. In order to be in line with the rest of school, Years 1 & 2 will now line up outside at the end of the day. They will be called and released by the Class Teacher once parents, grandparents or carers have been seen by the Class Teacher.

Year 1 will line up to the left as you face the KS1 door and so parents are kindly being asked to stand towards the left of the playground.

Year 2 will line up to the right as you face the KS1 door and so parents are kindly being asked to stand either near the bottom gate or towards the back wall of the playground facing the KS1 door.

As this is new to us all please could you bear with us as we put the routine in place.

Thank you for your co-operation.

Yours sincerely

Mrs E Glennon & Mrs S Sugden

Year 1 Teacher & Year 2 Teacher

