

BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY

Chief Executive Officer: Mrs S J Moore

Executive Headteacher: Mr P Bellamy

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19th September 2023

Dear Parent/Carer

MORNING & EVENING ROUTINES - CLASS 2M

Following feedback from parents/carers and to reduce congestion at the start of the school day, children in Class 2M should enter school via the classroom fire door from Thursday this week, 21st September.

This will mean that parents/carers who need to speak briefly to Mrs Matthews or another member of staff will be able to do so more easily at the door.

Afternoon collection routines remain the same.

We have spoken to the children about this change of routine and staff will be on hand on Thursday to ensure it goes smoothly. We will monitor the situation over the coming weeks but please do let us know if you have any questions or concerns in the meantime.

Yours sincerely



Mr P Bellamy
Executive Headteacher