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Headteacher  
Mrs Joanna Lagares

5<sup>th</sup> November 2020

Dear Parents and Carers,

**Re: End of day arrangements for Linnet Class**

You will have received a letter regarding a change to arrangements for the end of the school day in Key Stage Two. I am writing with regards to Linnet class as there are further arrangements that I need to share with you.

Due to the location of our classroom, we do not have an external door like the other classes. Currently an adult has to go back and forth from the classroom to deliver the children to their caregiver, however we need to minimize the disruption so the teacher can continue to teach.

In order to maximize the learning time from 2:45, it would be helpful for us to know the 'window' in which you predominantly pick up your child from school. This will enable us to have children ready at the entrance to the school to come straight out to you when you arrive, and in turn minimize the impact on the rest of the class still working. It will also ensure that we continue to social distance.

Please indicate below which window you will aim to arrive within each day. We understand that this may not be possible on occasions but as a whole if you are able to stick with a particular window it will enable us to facilitate learning right to the end of the school day.

Please email your response via the Year Four email address [Year4@office.woodenhill.bracknell-forest.sch.uk](mailto:Year4@office.woodenhill.bracknell-forest.sch.uk) or send the slip back into school with your child by **Wednesday 11<sup>th</sup> November**.

Thank you for your continued support of your child's learning.

Yours sincerely,

Naomi Leigh-Hunt  
Linnet Class Teacher/ Key Stage Two Leader

Name of Child in Linnet Class: \_\_\_\_\_

I will aim to pick up my child from school between:

2:45 and 2:55  2:55 and 3:05  3:05 and 3:15

Date: \_\_\_\_\_ Signature: \_\_\_\_\_