



# Howard Primary School

Monday 16<sup>th</sup> October 2023

Dear Year 1 and Year 2 Parents/Carers,

## **RE: Change to morning drop off location effective Tuesday 31<sup>st</sup> October 2023**

After reviewing the collection and drop off of children in Year 1 and Year 2 we are writing to advise you of a change to your child's designated drop off location in the mornings.

This change will take place after half term, from Tuesday 31<sup>st</sup> October 2023 onwards (please note there is an INSET day on Monday 30<sup>th</sup> October 2023).

Your child's drop off point will now be the same as their collection point specifically:

**Year 1 - Outside Year 1 Classrooms by the Middle Playground**

**Year 2 - In the Main Playground outside the School Office**

Please enter the school site via either the Barham Road or Lower Dering Place Gate.

The aim of this new drop off arrangement is to allow for even better communication between teaching staff and parents/carers as teachers will be available from 8.40-8.50am in the playground.

Please remember that lessons start promptly at 8.50am and you may need to make an appointment to speak with your child's class teacher if the matter needs further discussion.

If your child arrives any time after 8.50am, please accompany them to the School Office so they can be registered.

If you have any queries, please speak to your child's class teacher or email the respective year group:

Year 1 – [year1@howard.croydon.sch.uk](mailto:year1@howard.croydon.sch.uk)

Year 2 – [year2@howard.croydon.sch.uk](mailto:year2@howard.croydon.sch.uk)

Thank you for your continued support,

***Howard Primary School Senior Leadership Team***



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