



Friars Primary School & Nursery

Part of the Portico Academy Trust

Principal - Mr C. McClay

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opening doors, unlocking potential

CEO – Mrs C. Woolf

Friday 24th November 2023

Dear Parents and Carers of 4D,

I am writing to you to explain a small change regarding end of the day collection arrangements.

From Monday 27th November, children in 4D will be collected from their classroom door which is just inside the Year 2 Gate at the front of the school. This will make it so much easier for Mrs. Dyer and the children rather than leaving as they do currently – and it will save them time. The classroom that they currently go to is quite small and has a lot of furniture in it which makes everything a bit cramped.

On Monday afternoon, staff will be on hand at the front of the school to show you where to be so please do not worry. The children have been told about this change and understand what will happen.

Yours sincerely,

C. McClay

Mr. C. McClay
Principal