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Head Teacher  
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Executive Head Teacher  
Celia Smith BEd (Hons)



**BIRKLANDS**  
PRIMARY SCHOOL

Friday 8<sup>th</sup> March

Dear Parents and Carers,

I am writing to inform you that as from Monday 11<sup>th</sup> March we shall no longer be opening the double gates on to the playground as part of the morning drop-off.

Keeping the children safe is our absolute priority and it has been identified that from 8:35 am when the gates open, until 8:45 am when the children line-up, a child could (if they chose to) easily leave the school site via either of the gates. To ensure that this can't happen, the double gates shall remain closed, the pedestrian gate will be opened and a member of staff situated there for the duration of the drop-off period. Myself, Mr Cohen and the class teachers will still be available on the playground to receive messages and address any queries.

Please be prepared initially for some slight congestion as we all get used to the changes and I thank you for your anticipated support and understanding in this matter.

Kind regards,

Mrs V Farr  
Head Teacher