



Broadwood Primary School

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Headteacher – Mr David McLeod

Deputy Headteacher – Mrs Susan Brooks-Tyreman

3rd October 2016

Dear Parents and Carers

Collecting Year 3 and Year 4 children at home time

At the end of the school day, please come into the school yard and collect your child from the area by the door, where the children exit the building.

The teacher will release your child as soon as possible after they see you, and will do their best to do it in order of who is waiting.

This is so we can be sure that all Year 3 and Year 4 children are collected by a known adult.

Thank you.

Yours sincerely

David McLeod
Headteacher



Historic England