



Plymouth Cast Academy Trust
St. Joseph's Catholic Primary School

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Head Teacher: Mr Neil McDermott BEng(hons) Med



25th July 2018

Dear Parents and Carers,

Morning Routines: Dropping off pupils

This week we trialled our new morning routine for September. The reason for this new way of working is to reduce the amount of traffic around school each morning and make our neighbouring roads safer.

Each morning the front gate will be open at 8.40 a.m. Children may then be 'dropped off' at the front entrance of school. Children in our Hedgehog classes to be dropped off at the Hedgehog entrance, parents may then leave. The school gate will then be closed at 8.50 a.m. In line with Local Authority practice any child arriving after 8.50 a.m. will have to be signed in at the front office entrance as late.

Thank you for your continued support.

Yours sincerely,

Mr. Neil McDermott
Headteacher