



**PRAE WOOD PRIMARY SCHOOL**  
*Everyone Valued, Everyone Learning*

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Dear Parents and Carers

**Re: Morning drop off and afternoon collection, Nursery**

Now that the children have settled into school and are familiar with the routines of the school day we are writing to you to remind you of the morning dropping off and afternoon collection procedures that we have at Prae Wood.

Doors to Nursery open at 9:00am. Please say goodbye to your child whilst you wait in line and hand them over to the staff straight away. It would be very helpful if buggies could be parked away from the entrance and only one adult accompanies each child to the door. Please allow them to go in and hang up their things with the Nursery staff.

If your child is finding this tricky perhaps consider hanging back in the line to wait until it is less congested so your child has more time and space to say goodbye to you at the door.

Kind regards

Jenny Sheppard  
Headteacher