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# WOOTTON LOWER SCHOOL

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Bedford Road, Wootton  
Bedford , MK43 9JT

Harris Way, Wootton  
Bedford, MK43 9FZ

*Tel: 01234 768239*  
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Headteacher: Mr C. Tavener B.Soc.Sc. (Hons)

Deputy Head: Mrs Wendy Burnett B.A. (Hons) and Mrs Leanne Grove B.A. (Hons)

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Dear Parents and Carers,

We hope you have found the transition to Bedford Road a smooth one! We have been very impressed with how well all of the children have settled in and they are managing to find their way around with relative ease.

We wanted to clarify the dropping off arrangements at Bedford Road as they are slightly different to Harris Way. From tomorrow (Thursday) we would ask that you walk your child around to the side gate and then leave them at the gate to walk around to their classroom. There will always be a member of staff on the gate and it will usually be myself or Mr Tavener. We ask for children to be dropped off at the gate as we have found that the children walking to class and going in by themselves helps us to have a calmer start to the day. It also is a safeguarding measure as it allows us to ensure that the site is secure and that we are able to monitor which adults we have on site. We close the gate at 9am and then check the site to ensure that it is secure and that all children have arrived in their classroom safely.

If you need to talk to your child's class teacher please just mention it to whoever is on the gate and you can walk around with your child. If there are any issues with children struggling to come in on their own Mrs Urwin, who is our family support worker, will be on hand to support your child.

Collection at the end of the day will be outside your child's classroom as it has been this week.

Please feel free to speak to myself or Mr Tavener if you have any concerns about this.

Thank you again for your continued support.

Mrs Grove