



Willow Lane
Community Primary School



Willow Lane CP School

Willow Lane,
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Headteacher: Lucy Naylor
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Appletree Nursery

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Dear Parents/ Carers,

As you are aware, we have had many staff changes this year and we are in a much more stable place next year. Due to the changes, we have assigned staff that know the children to the door.

However, there have been times when parents have come early and these staff have not been available.

Because of this, we have put the following in place:

- The main gate for the three-year-old room will be locked until ten minutes before pick up times. If parents want to pick up early, please report to the office for Sammy to collect your child.
- The two-year-old room will stay as it is. Stacy is now back and only Stacy will be opening the door. Sammy will let you through.

Kind regards,
Lucy Naylor
Headteacher

