



**Dear Parents / Carers,**

**WHEN DROPPING OFF AND COLLECTING YOUR  
CHILD PLEASE CAN YOU REMEMBER TO:**

**PRESS THE BUZZER AND NOTIFY US WHO YOU  
ARE COLLECTING**

**WEAR A FACE MASK**

**WAIT ON THE BALCONY FOR YOUR CHILD TO BE  
COLLECTED**

**REMAIN AT A SAFE DISTANCE WHILE ONSITE**

**DO NOT ENTER THE BUILDING**

**MANY THANKS, MANAGEMENT**