



Columbia Primary School  
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Headteacher	Oliver Woodward
Deputy Head	Lesley Reynolds
Deputy Head	Vicky Wright
Assistant Head	Julie Fountain
Assistant Head	Holly MacEntee Creighton
Business Manager	Sarah Gallagher

Monday 19th July 2021

### START AND END OF THE SCHOOL DAY NEXT YEAR

Dear Parents/ Carers,

In September, we are planning to continue using different gates at the start and end of the day. This is to avoid lots of different children and parents coming together in the same place. Please see below for where and when you should drop off and pick up your child.

For all children:           **8.50 - 9.00 drop off**   **3.20 - 3.30 pick up**

Year Group	Location
Nursery and Reception	Back Gate on Ravenscroft Street
Year 1 and Year 2	Big Gate on Columbia Road
Year 3 and Year 4	Main Gate opposite the lobby
Year 5 and Year 6	Ravenscroft Park

If you have any questions, please phone or email the office.

With best wishes,

Oliver Woodward  
Headteacher