



16<sup>th</sup> November 2021

Dear Parents & Carers

Reception class – part time collection times

To enable Joy and Claire to plan the reception class work we would now like to ask that all children attending part time keep to a regular timetable.

Please can you email [admin@bealings.suffolk.sch.uk](mailto:admin@bealings.suffolk.sch.uk). the regular times your children will be collected from school. Please choose either 11.45am or 1.00pm, please also include the days these times apply to.

Once you have confirmed these times and days they should remain the same until the end of term. At the start of the Spring Term in January please email again with the new times for the next half term. Please email your response by the end of this week.

Hopefully this will minimise disruption to the class and all staff will know which children should be in school and when.

We would be grateful for your cooperation.

Kind regards

Duncan & Kelly