



The Acorns Primary
& Nursery School
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Executive Headteacher
Mrs Hannah Broom BA(Hons) NPQH

Monday 11th October 2021

Dear Parents / Carers,

From tomorrow we will be changing the protocol for when a Caterpillar child arrives late in the morning. After 9am, the Caterpillar staff will no longer be able to take your child from you at the door. If you arrive late, please take your child to the main school office. Here they will be signed into our registration system by the admin staff. Once they have registered your child, you are free to walk your child to the Caterpillar door, where staff will have been alerted to their late arrival and will meet you there.

This change is necessary to fall in-line with the rest of the school and to ensure that our registers, which are legal documents, are always correct. Many thanks with your support in this matter.

Kind regards,

Mrs H Broom
Executive Headteacher