



**Bishop Loveday C of E Primary School**  
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26<sup>th</sup> April 2019

## **REF: FRIDAY AWARD ASSEMBLY**

Dear parents and carers

In an attempt to ensure that parents can continue to join us for our Friday award assembly, we are changing our procedures.

From next Friday (3<sup>rd</sup> May), parents are invited to enter assembly through the community door. To ensure parents are seated and settled prior to the children entering assembly, please arrive at 2:40pm. We ask that parents turn off their mobile phones (or turn to silent) prior to entering the hall. Phones may be used to take photos during assembly providing photos are not shared electronically.

The community door will be shut at 2:45pm and there will be no access beyond this time. This is to ensure minimum disruption to the children's assembly.

Yours sincerely

Mrs Ridley  
Headteacher

