



MONKWOOD PRIMARY SCHOOL

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HEADTEACHER: Ms K Sherburn

17th June 2024

Dear parents/carers,

We would like to make you aware of the arrangements we have put in place for Thursday 4th July, 2024. As you may know, a general election is taking place on this date and the school hall will be used as a polling station, as it has been in the past.

Wickersley Partnership Trust recognise that INSET days have already been set and used this year, and do not wish for children to lose a further day of school, nor put pressure on parents and carers to organise childcare on this day. As a result, the decision has been taken to keep Monkwood Primary School open to all pupils on this day.

In order to ensure the safety of our children, parents and staff, as well as that of the polling station staff and the voting public, we want to make you aware of a few adjustments to our start and end-of-day procedures.

On the 4th July:

- Parents and children will need to **enter and leave school through the entrance by the main reception and leading to the Key Stage 1 classrooms**. For junior children, they will need to follow the path around to the yard where they will follow their usual routines at morning and after-school.
- A member of staff will be present near the reception entrance to ensure you know where to go.
- If you are travelling by car and parking on the road, please be aware that it is likely to be busier than usual on this day. You may need to park further away than usual before walking into school.
- The entrance by the school carpark will be used for members of public accessing the school hall to vote. **There will be no way to access our school yard or classroom doors from this entrance on 4th July**. Polling station signage and instructions will be present at this entrance to make this clear.

These amendments will allow us to open school safely for all children, but we recognise it is likely to be busy at the beginning and the end of the day. Please be mindful that it may take a little longer for you to drop your child, or collect them at the end of the day. Ultimately, we believe opening the school to all pupils offsets this inconvenience.

If you have any further queries, please contact the school reception.

Yours sincerely,

Mrs L Bonnington

Deputy Headteacher