

# Tarleton Community Primary School

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Headteacher: Mr. C Upton



Dear Parents / Carers,

## Polling Day Thursday 3<sup>rd</sup> May

School is being used as a polling station on Thursday 3<sup>rd</sup> May. We have arranged for school to stay open, so as to avoid you having to make child care arrangements for the day.

However, in order to ensure that we keep the public separate from the children and also that the polling runs smoothly we will be making some changes to access into and out of school for your children on that day.

Arrangements are as follows:

1. Children will come into school through the front door or through the back gate onto the playground, using the track for access.
2. Trombone's Classroom will be used for polling with the general public using the path along the side of the bike sheds and school to gain access through their side door. The internal door of this classroom will be locked.
3. In order to ensure that voters do not enter areas of the school by mistake, the back gates onto the playground and the front door of school will not be opened until a member of staff is on duty at 8.45am. Therefore, please **DO NOT** allow any child to come to school unaccompanied before 8.45am.
4. At the end of school exits will be via the back gate on the playground.

Yours sincerely

Mr. C. Upton  
Headteacher

