



St Anthony's Catholic Primary School

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We Grow and Learn with Jesus

19th January 2017

Headteacher: Mrs. P.M. Wilson M.A.

Dear Parents,

I am writing to advise you that the school offices will shortly be moving to a temporary location. The builders now need access to this part of the school as well as the main entrance reception, in order to redevelop and refurbish these areas.

This means that you will **not** be able to enter the school and talk to office staff with your enquiries and requests. Instead we ask you to telephone the school or send a note in with your child.

As there will be **no** access to the office for parents or visitors we ask you to:

- ensure children bring **everything**, for the day ahead, to school with them in the morning. We will not be able to accept and deliver forgotten items
- send in requests for uniform, with the size and correct money, in a named envelope with your child. All details are in the school prospectus which is on our website
- give information about who is collecting your child to them in the morning. It will be difficult for the office staff to access the classrooms with messages
- collect your child promptly at the end of the day as there will be no supervised area for them to wait if you are late
- be patient if your child needs to be collected for a medical appointment or any other reason during the school day. There will be a door for **emergencies only**, along the road in between our car parks. Children arriving late due to medical appointments should be signed in here, but they may need to wait until they can be escorted to class safely. Please take extreme care in the event of walking to or from this door, keeping your children safely with you. There is a lot of traffic using the roadway including frequent deliveries by large vehicles.

When arriving at or collecting children from Breakfast or any After School club, please simply wait outside the door to the ICT suite at the front of the school and a member of staff will let you in or deliver your child to you there.

We anticipate that this arrangement may need to go on for up to six weeks.

I thank you for your cooperation and patience. We look forward to the completion of the building project which will enhance our admin facilities, allowing us to deal more efficiently with school matters. In addition the appearance of the front of the school will be greatly improved.

Yours sincerely,

P.M. Wilson

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