



**St. Ethelbert's Catholic
Primary School and Nursery**
'Learning, achieving and growing together with Jesus'



St Peter Catholic Academy Trust
Diocese of Northampton

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Headteacher: Mrs F. Maynard

16th December 2016

Relocation of School Office

Dear Parents and Carers

From the **5th January 2017 the school office will be temporarily relocated to the Key Stage 1 building** as we commence on a building project to expand our current office and make the access for visitors more efficient. There will be no access at all to the current office at the front of the school, or the side office accessible from the playground, for at least 11 weeks.

This means that all visitors to the school will now need to report and sign into a temporary office that will be located inside the Key Stage 1 building which is on the left of the path that leads to the school building. Any pupils who are late to school will need to sign in here. Pupils who are being collected from school early will be collected from this door, as will all pupils who are attending clubs. Parental queries will be dealt with from this new temporary office.

The project will mean that parents who need to visit the office will need to walk back around from the playground and enter the site entrance via the gate, and we ask for your patience and understanding during this time as staff and parents adjust to the new system.

For Nursery parents, the access to pick up from morning Nursery and drop off to afternoon Nursery will remain the same but parents will need to walk across the car park, rather than along the path, in front of the school. Staff who leave the site at lunchtime have been reminded that parents and children will be walking through the car park during this time, but we ask parents to be extra-vigilant with their children.

The building contractors carrying out the work, Rex Hirst, are experienced in working in the public sector and the highest safety and safeguarding checks have been carried out to ensure the safety of our pupils while the work is ongoing.

Please call the office to arrange a meeting with me if you have any queries regarding the project.

Yours Sincerely

Fiona Maynard
Headteacher

