

# ST ANNE'S RC PRIMARY AND NURSERY SCHOOL

CLARENDON ROAD AUDENSHAW MANCHESTER M34 5QA

HEADTEACHER: MRS A DUFFY

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4<sup>th</sup> February 2019

Dear Parent/Carer

## **Re: Building work –School entrance**

### **Overview of the building project**

As you may already know, there have been plans in place to develop the front entrance of school, ensuring we are complying with safeguarding procedures. We will gain a new entrance lobby for visitors, a new office and a relocated Headteacher's office (the current music room).

This is all very exciting and will ensure the safety of all within school. Obviously to create this, there will be some disruption to our usual procedures.

### **The building work will last for up to 15 weeks and will commence on Monday 18<sup>th</sup> February (during half term).**

### **Changes to school access after February half term**

In order to minimise any risk to health and safety, the building contractors have requested that we keep the pedestrian gate at the bottom of the field locked. The main cabin will be situated on the top section of the staff car park so there will be no pedestrian access at the front of school. There will be lots of vehicles entering through the electric gates so it is crucial parents and children are not accessing school via the field. Therefore, if you usually walk to school that way, you will have to get to school using the main roads whilst the work is being carried out.

### **Office relocation**

The school office will be temporarily relocated to the ICT Suite (enter through the gate with a buzzer and the ICT door is to your left). It will be clearly signposted and office staff will be there to solve any parent/carers queries.

### **Changes to drop-off and pick up collection points for Key Stage 1**

Whilst the work is being carried out, we ask that all children and parents/carers enter and leave school through the Key Stage Two playground gate.

The children in **Key Stage One** will temporarily be dropped off and collected from the Early Years/Foundation Stage's playground (exiting from the hall doorway).

I would like to thank you in advance for your understanding and cooperation during the building work. All decisions have been made to keep everybody safe. I understand the inconvenience this may cause but can assure you it will be well worth it.

If you have any queries, please do not hesitate to contact school.

Yours Sincerely,

Ms Nally