



Castle Camps CofE (VC) Primary School
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Headteacher: Miss A.E.O'Connor

Wednesday, 8th June 2016

Dear Parents,

IMPORTANT: BUILDING WORKS

I am very pleased to advise you that the building work on our new Foundation Stage Unit began during Half Term and will continue for the next 14 weeks. The contractors, Carmel Crest Ltd, will endeavour to minimise any disruption to daily activities and maintain a clear and safe area for children to access the school. To alleviate any concerns you may have, please be assured that the safety of our children is paramount at all times and as such, deliveries to the site will be suspended during the school drop-off and collection times. To ensure that the children and parents may access school safely, we have made some adjustments to how children are collected at the end of the day.

Please see the information below for the new arrangements, which will commence from tomorrow (**Thursday, 9th June**) and continue until further notice.

Arrangements for dropping off and collecting children

Before School (8:50am – 9am)

Arrangements for before school will **remain the same**. Please be aware that space on the front playground will be limited.

School Bus and Clubs

Arrangements for the school bus and drop off/collection for clubs will **remain the same**. Parents waiting to collect children from after school activities should wait by the main entrance.

After School (Reception/KS1: 3.15pm & KS2 3.20pm)

- The school gate will be opened shortly before 3.15pm.
- Parents should **not to wait on the front playground, but move through to our back playground** instead.
- Parents of children in **Reception are asked to collect their child/children directly from the classroom** at 3.15pm.
Parents of children in **all other classes** should **wait on the back playground by the wooden fence**. Please do not visit other areas of the site, such as Camps Island or the field. **As always, access into the school building is strictly via the Office only.**
- Children will be accompanied out of class and will line up on the back playground. Please be patient while teachers handover the children to parents.
- The school gate will be locked at 3.30pm.

Safety Reminder: Please do not allow your child/children to play near the building works and be particularly vigilant when exiting the site.

Thank you for your support and cooperation.

Yours sincerely,

Miss A. O'Connor

Headteacher



"This is a good school."
Ofsted 2015



