



Rose Hill Primary School

Where Children Flourish



8th March 2019

Dear Parents

We would like to remind you all what the arrangements are for dropping off and picking up during our building works and also to thank you for your patience during this time.

To help keep everyone safe we must ask that you use the entrances detailed here.

As you know the main front entrance should not be used by any children or parents except for breakfast club users in the morning or if you need to speak to a member of office staff. It is really important that we keep to this and your co operation is appreciated.

Dropping off – everyone, other than those needing to see office staff or breakfast club users, should use the Lenthall Road entrance gate and the doors at the back of the building.

Gates open 8.10am and will be locked 8.40am. Only after this time should late comers then use the main front entrance.

If any Year 2 children and parents in Cherry class need ramp access for dropping off because of buggies please come and talk to a member of the office staff who will be able to help you.

Picking up – Everyone to use Lenthall Road gate and Years 3-6 use their normal pick up doors. Year 2 children are to be collected from the canteen door at rear of building. Gates open at 2.40pm.

Uniform sales

Can we also please ask you to help reduce the number of visitors to the reception area each morning and only purchase school uniform on a Wednesday morning or after school. The office area is very busy during these works and if we can limit the people coming through reception as much as possible this will help us.

I hope that is clear but please do not hesitate to ask a member of staff if you have any queries.

Many thanks for your help with this and helping us with safeguarding the children and building.

Regards

Miriam Doyle
School Business Manager

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