

# St Columba's Catholic Primary School

Tong Street, Dudley Hill, Bradford, BD4 9PY

Telephone: 01274 681961

Fax: 01274 688880

Executive Head: Mrs C Markham

Head of School: Miss C Emmott

E-mail: [admin@stcolumbas.bradford.sch.uk](mailto:admin@stcolumbas.bradford.sch.uk)

Website: [www.stcolumbas.bradford.sch.uk](http://www.stcolumbas.bradford.sch.uk)



25<sup>th</sup> May 2017

Dear Parent/Carers,

We are always looking at ways to improve our school and ensure the best possible learning environment for all our pupils. Over the next half term we are going to be making changes to our front entrance to improve security, health and safety and to make the school more welcoming. The changes are going to involve some building works which will impact on how we all enter the school building. We have detailed the changes below. Please read them carefully as the changes will apply from the first day back after half term. We thank you in advance for your support in this venture.

From Monday 12<sup>th</sup> June the building works will disrupt how pupils, parents and staff, come in to school. Therefore, the following changes will take place.

- The entrance doors into the main office and staff car park will not be accessible throughout the alterations. Under no circumstances must any parents, pupils or visitors enter the school staff car park.
- Breakfast Club children will enter school by the top double gates and walk around school to enter via the lower hall doors in the KS1 outside area.
- Parents dropping off at Breakfast Club and wanting to book children in to After School Club care can do so when dropping off by seeing a member of breakfast staff whom will add them to a temporary paper register. However, no money must given to the Breakfast Club staff. All After School Club money will have to be paid to the After School Care team on an evening for the foreseeable future.
- Children in Years 1-6 will enter and leave school as normal, using their year group doors.
- Children and parents who go to Eden, Nursery and Reception Classes will need to use the lower pedestrian gate located at the bottom of the staff car park to bring and collect their children to school. The lower pedestrian gate will be unlocked at the following times:
  - 8.15am - 9.05am
  - 11.15am -11.35am
  - 12.15pm - 12.35pm
  - 2.45pm – 3.30pm



- Children arriving late for school will need to enter via the pedestrian gate at the top of the staff car park and ring the bell by on the After School Care doors for a member of the office team to assist. When children are collected early from school, parents need to come to this gate and door. A temporary door bell will be on the door to notify when someone is stood there as these doors cannot be opened from the outside.
- Any money being sent into school (for trips, dinner money etc.) needs to be sent into class, in an envelope with the correct money and full details of what the money is for. No money can be accepted to the temporary school office.
- After school sports clubs and any functions such as parent assemblies, disco will enter school using the top double gates and walk around school to enter via the lower hall doors in the KS1 outside area.

We do appreciate that these temporary changes will cause disruption however we are trying to keep this to a minimum. The new entrance will make a big improvement to the school and we hope that you will see this. Staff will be outside during the first week to point people in the right direction if you are unsure where to go.

Thank you once again for your support.

Mrs C Markham  
Executive Headteacher

Miss C Emmott  
Head of School

