



St Eugene's Primary School

Victoria Bridge

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21st December 2022

Dear Parent/Carer,

I am writing to thank you for all your support and co-operation throughout our first term, I am sure you will agree that it has been a very successful one, we are incredibly proud of everything that we have achieved. The children have enjoyed many wonderful experiences and have benefitted from everything that is brilliant about a small school. I thank the children and the staff for their dedication and hard work and wish everyone in our school community a very happy and peaceful Christmas. **School reopens to pupils on Thursday 5th of January, Breakfast Club will be available from 8.15, however, 2.15 supervision does not resume until Monday 9th of January.**

During the Christmas Break our school will be busy with construction workers as our refurbishment begins. The works will continue into the new year and there will be some disruption to school life, but we are taking every step possible to minimise disruption. Please pay attention to the points below which are necessary changes to the daily running until the works complete.

<p>Morning Drop Off</p>	<ul style="list-style-type: none"> • Breakfast Club will operate as normal from 8.15am. • Normal drop off at green pedestrian gate from 9am, children should proceed to the playground and on wet mornings to the Hall. <p><u>Please note that only those paying £1 for Breakfast Club should be on the premises before 9am, children attending for supervision before 9am must also pay £1.</u></p> <ul style="list-style-type: none"> • At 9.15am the teaching staff will bring the children to their classrooms via the main entrance as the pupil entrance will be used as works access. • Miss Gormley will close the gates at 9.15am and anyone arriving after this time must report to the office at the main entrance.
<p>School Bags and Cloakroom.</p>	<ul style="list-style-type: none"> • The cloakroom will be out of bounds during the works for the safety of our children. There is really limited space in our classrooms, because of this, children will not be able to bring school bags or additional items to school for health and safety reasons. <u>Children should bring only their homework folder, coat and lunchbox, all other items such as hats, scarves, gloves, and school bags must be left at home for the duration of the works.</u>
<p>Toilets</p>	<ul style="list-style-type: none"> • All indoor toilets will be out of action. A temporary toilet block has been installed outdoors, children will all be asked to use these toilets before class, at break time and at lunch time. For safeguarding and child protection children will not be able to access the toilets without an adult waiting outside the toilet block.
<p>Home time</p>	<ul style="list-style-type: none"> • Children will be brought to the safe handover point via the main entrance. • There may be additional traffic on the grounds, and we ask that parents and children take extra care in the car park.

We apologise in advance for the inconvenience that these works will cause, however, we know that it will be worth it for the finished result. We are delighted that the EA are investing in our building to future-proof the school.

Yours Sincerely,

Laura Gormley