

Great Crosby Catholic Primary School



The Northern Road • Liverpool • L23 2RQ

Telephone: 0151-9248661

Headteacher: P A Speed (B.Ed Hons, M.A)

Email: admin.greatcrosby@schools.sefton.gov.uk

Website: www.greatcrosbycatholicprimary.com

PS/lcm

30th January 2020

Dear Parents/Carers,

Phase 4 of the building work involves an extension to our office and reception foyer. During this work the office will temporarily move, and access will be via the door near to the main hall (used for assemblies/performances). Parents/carers will still enter the grounds via the pedestrian gate on The Northern Road and walk past the current main entrance – the temporary entrance will be signposted.

There will be restricted space outside the office, so where possible, please can we ask that you telephone or email to contact us instead of coming in person.

Pupils arriving late access the school via the office/main entrance, so it would help all concerned if pupils can be in school on time, and during the building work drop-off is available from 8.30am.

Can we also encourage pupils to remember their packed lunches, musical instruments, swimming/PE kits etc. in order to minimise congestion at the office.

After school football arrangements on Thursday will remain the same as now, but all other after school clubs will be dismissed from the Studio(4CW) or the door next to that classroom.

There may be a small disruption to telephone/IT services on Friday afternoon, so again, if possible, please contact the office with any messages as early as possible.

We understand that this may cause some inconvenience to parents/carers as access to the temporary office is likely to be limited, but we thank you for your continued support during this phase, and we look forward to the improved reception foyer which will be available later this year.

Kind regards

A handwritten signature in black ink that reads "P.A. Speed". The signature is written in a cursive style.

Mrs. P.A. Speed
Headteacher