



*Sacred Heart Catholic Primary School and Nursery*  
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Thursday 3<sup>rd</sup> April 2025

Dear Parent/Carer,

I hope this letter finds you well. I wish to inform you about some upcoming changes that will take place during the Easter break, which are designed to improve the safety and security of our school environment.

As part of our ongoing efforts to enhance the security of our learning areas and streamline visitor access, we will be undertaking building work to reconfigure our reception area. This development will necessitate changes to the way in which parents and visitors access the school office.

From the first day back after the holiday, access to the school office will need to be through the main gate only. The previous ability to go through the atrium will no longer be available during school drop-off and pick-up times. This measure is intended to create a more secure environment for all our students and staff, ensuring that we can effectively monitor those entering the school premises.

We anticipate that all construction work will be completed by the end of the Easter break, and we aim for the office to be operational as normal from the first day back. However, we kindly ask for your understanding and patience should there be any minor disruptions as we transition to the new arrangements.

Thank you for your continued support as we work towards creating a safer and more efficient school environment for everyone. Should you have any questions regarding these changes, please do not hesitate to contact the school office.

Yours sincerely,

Mrs E Crabb

Deputy Headteacher

