

12<sup>th</sup> February 2016

Dear Parents / Carers,

**RE: BUILDING WORKS**

As you are aware during this half term break building works to the reception and administration area will take place until around May/June 2016. This will temporarily take away the main entrance into the school.

As a result, parents and visitors wishing to access the school must use the **Children Centre** entrance on **Meadow Place**, which is situated at the back of the school. To minimise any disruption to the Children Centre, a member of the main school staff will be available to take payments and help with enquiries during the busiest periods of **8.00 am – 9.30am and 3.15pm – 4.30pm**.

It is important to note that for the health and safety reasons we are asking parents/carers to **avoid driving down Meadow Place** as it is an extremely quiet and narrow road.

Home times and collection points will remain the same. Please ensure that this information is passed on to anyone who drops off and/or collects your child from school.

We hope that you are comfortable with these arrangements. If you have any queries, please book an appointment to speak to Ms Edwards (Deputy HT) or myself.

Wishing you a happy half term break. Thank you in advance for your cooperation.

Yours sincerely,



Linda Campbell  
Head teacher



ST. STEPHEN'S C. OF E.  
PRIMARY SCHOOL AND  
CHILDREN'S CENTRE

Dorset Road, Lambeth,  
London, SW8 1EJ

Telephone: 020 7735 1023  
Facsimile: 020 7587 0073  
Email:  
admin@st-stephens.lambeth.sch.uk

Headteacher:  
Linda Campbell

