

# Elmhurst School

Making a Positive Difference to the Quality of Learning  
Headteacher ♦ Mrs Rachel Lee



29 April 2016

Dear KS2 Parents,

## **KS2 Block**

Due to the number of children in Key Stage 2, we now are unable to allow parents access to the classrooms in the morning between 8:30 and 8:50 am. Safeguarding our pupils is our priority and allowing free access to adults compromises this. We understand that at times you need to speak to your child's teacher, therefore please choose one of the following ways of communicating with her:

- Write to the teacher in the Home/School Planner
- Leave a message with the adult on the Key Stage 2 door
- Book an appointment at the office to have a meeting with your child's class teacher

Thank you for your cooperation.

Yours sincerely,

Miss R Marshall  
Interim Headteacher

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