



# Samuel Allsopp

Primary & Nursery School

**Head Teacher:** Mr Lee Smith

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21<sup>st</sup> October 2024

## **VICTORIA ROAD SCHOOL ACCESS WEEK COMMENCING 4<sup>TH</sup> NOVEMBER 2024**

Dear Parent(s)/Carer(s),

As part of our commitment to continuous improvement for the school and our early years provision, we will be starting work on an exciting project to install a new outdoor play area after half term. The works will start, following the INSET day on Monday 4<sup>th</sup> November. Therefore, to ensure the safety of everyone on site, this does mean that children and parents will not be able to access the normal route into school via the main gates on York Street for a period of 3 weeks.

Therefore, when the children return to school on **Tuesday 5<sup>th</sup> November**, the following drop-off and collection routes will be in place;

### **Nursery**

- Please come via the Main Reception on York Street to drop your children off, where you will be directed through to the Early Years area.
- The afternoon nursery children will finish at an earlier time of **3:15pm** during this period and we ask parents to come to the main reception to collect their children at this time.

### **Reception (Donaldson and Jeffers)**

- Please come via the Main Reception on York Street to drop your children off, where you will be directed to the Early Years area.
- Reception will finish at a slightly earlier time of **3:25pm** and we ask parents to come to the main reception to collect their children at this time, where they will be directed through to the Nursery classroom to collect their children.

### **Main School (Years 1, 2 and 3)**

- Main School parents and children will be asked to access the school from 8:45am via the main reception door on York Street, where a member of staff will direct you onto the playground as normal via the courtyard.
- For collections, parents will be asked to access the school via the main reception door on York Street from 3:30pm, where a member of staff will direct you onto the playground via the courtyard.

We anticipate this system to be in place from **Tuesday 5<sup>th</sup> November 2024** until **Friday 22<sup>nd</sup> November 2024**, with normal access resuming from **Monday 25<sup>th</sup> November**.

We would like to thank you, in advance, for your co-operation during this period of disruption.

Please speak with a member of the office team if you have any concerns.

Yours Sincerely,

Mr L Smith  
Headteacher

**Victoria Site:** Victoria Road, Burton upon Trent, Staffordshire. DE14 2LU

**Orchard Site:** Belvoir Road, Burton upon Trent, Staffordshire. DE13 0RA

A place where  
children **CAN**