Christ The King Federation

'nos iter simul'

St. Joseph's Catholic Primary School

Trinity Square, South Woodham Ferrers, Essex. CM3 5JX.

Headteacher: Mrs S Ginzler-Maher Acting Head of School: Mrs C Webster

Telephone: 01245 321828 Fax: 01245 321795

e-mail: admin@st-josephspri.essex.sch.uk

website: www.stjosephscatholicprimaryswf.org

16th October, 2019

Dear Parents/Carers,

We have managed to secure some funding from the Government to create a secure lobby at the front of the school.

On Monday the entrance to the school office will be closed and access to the school can only be made through the hall entrance.

Mr Jones will be facilitating access through the hall between 9.00am and 9.20am and Ms Smith at 3.10pm and 3.45pm. If you wish to contact the office in person at any other time you will need to ring the office on 01245 321828 or the site manager Mr Ives on 07798 898279 so that they can let you into the building.

These numbers will be displayed at the front of the school building. I apologise in advance for the inconvenience but it is necessary for the work to be completed before the next financial year.

Yours sincerely,

Mrs. Ginzler-Maher
Executive Head Teacher

***Please note change of access time**