



18<sup>th</sup> November 2016

Dear Parents and Guardians,

In order to make further improvements to the security of the Infant and Junior School site, we have taken the decision to have one exit/ entrance point to this area of school. This will further enhance the provision of care with regards to the safety of your child/ children.

The location of this exit/ entrance point will be the Radcliffe Gate (this is the gate located next to the Infant School Reception classroom). This gate can be accessed via the public path that runs through the school adjacent to the Main Hall. A member of staff will be present at this gate from 08:30 and there will be an additional member of staff on the playground. The gate will be closed in the morning at 08:50 and reopened at the end of the day at 15:20. One can access the public path from Dukes Brow and West Park Road; please see the location of this path on the map provided. This new procedure will begin from Monday, 21<sup>st</sup> November.

We would like to politely remind parents that the school day begins at 08:40, so all children should be on site by this time. Parents and children arriving after this time, when the gate has been closed, will need to report to Main Reception accessed from West Park Road.

We are acutely aware of the traffic and road maintenance issues in the public area surrounding school and are doing everything in our power to make improvements. Your patience and understanding are appreciated.

Yours sincerely,

A handwritten signature in black ink that reads 'K O'Donoghue'.

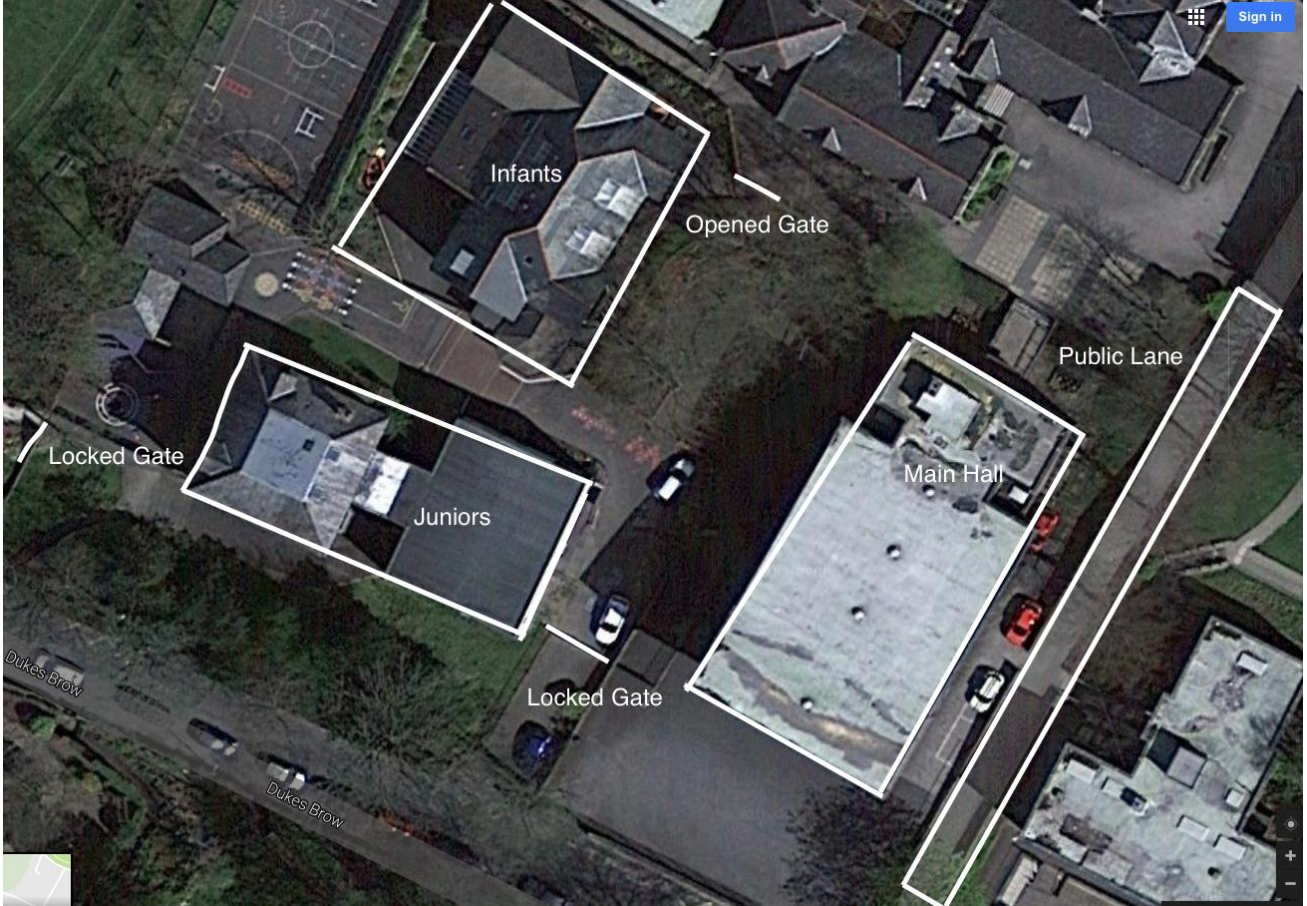
Mrs O'Donoghue  
Acting Head of Junior School

A handwritten signature in black ink that reads 'M Southworth'.

Mrs Southworth  
Head of Infant School

# QEGS

BLACKBURN



---

**Queen Elizabeth's Grammar School, West Park Road, Blackburn BB2 6DF**

---