

## **CHANGES TO THE OFFICE OPENING TIMES FROM SEPTEMBER 2017**

Please note from the 4 Sept 2017, the School Office will be open / closed at the following times:

Opens at 8.30am to 9.00am

Closed from 9.00am to 11.30am

Open from 11.30am to 3:30pm

When the Office is closed, staff will not be answering the school phone or dealing with general enquiries at the Office window.

In terms of Safeguarding and late arrivals of pupils the office will deal with these as normal.

The automated telephone switchboard will take messages or forward any safeguarding concerns to the school's safeguarding lead.

Enquiries when the office is closed should be emailed, left on the voicemail or placed in the drop box by the main entrance.

The trolley for items for pupils will be available in the tunnel. Please ensure items are clearly and securely labelled with the Child's name and Class Name.

Thank you in advance for your cooperation with the changes to school office times.

### **New Telephone Options are now in place – See below:**

#### **Weekdays 8 AM-9 AM/11:30 AM-4 PM**

Welcome to Abbey Primary School please note that the office will be closed between 9am and 1130 each day.

To report an absence for lateness of a child or leave a message or the office please press 1

For the breakfast club or after school club please press 2

For the School Business Manager or finance press 3

For the Office press 4

**Weekdays 9 AM to 1130, when the School Office is Closed.**

Welcome to Abbey Primary School please note that the office is now closed between 9am and 1130 each day.

To report an absence for lateness of a child or leave a message or the office please press 1

For the breakfast club or after school club please press 2

To report a child protection or safeguarding issue please press 5

For the Nursery please press 6

#### **Evenings 4 PM-8am**

Welcome to Abbey Primary School please note that the office is now closed and will reopen at 8 AM.

Please listen to the following options.

To report an absence for lateness of a child press 1

For the breakfast club or after school club please press 2

To report a child protection or safeguarding issue please press 5

To listen to these options again Press \*