



An Ashmole Academy Trust School

Head Teacher: **Mr Chris Tofallis**

4th September 2018

Dear Parents and Carers

Welcome to Ashmole Primary School

I hope you have all had a relaxing summer. It gives me great pleasure to warmly welcome you all to our brand new building this autumn term. I know that everyone will be so pleased with the new building that offers our children a fantastic venue for their education at Ashmole Primary School. I just wanted to give a brief outline about the new building and the plans going forward. The whole building is complete and ready to use now. Morgan Sindall (the building constructors) will still be present by the site to complete the car park works, the MUGA (Multi Use Games Area), as well as finish the Community room and PE store. I am pleased to say that the building is fully functional and safe to use with a brand new Hall, Offices, Reception classes and play area, Year 1 classes, Years 2 classes, a Cooking bay, Library area, Computing area, KS2 classes on the first floor, Staff room, Playground and toilets. The rest of the outdoor works mentioned will all be completed in November/ December but will not affect any of our internal operations.

Currently we have a temporary pedestrian only entrance gate by Summit Way. This will be open from 7.45am ready to welcome pupils for Breakfast Club. Our Breakfast and After School Club will be held in the main Hall while the Community Room is being completed. Entry is via the main Hall entrance by the Bicycle shelters which allows easy access for our parents. Our After School Club will now finish at 5.45pm and again collection is from that point. There will be a sign on the entry/ exit door by the hall.

Due to the temporary entrance, lack of car park facilities and with constructors still on the adjacent site, it is very important over the next couple of months that parents and pupils walk to school where possible or park and stride. If there is the necessity to drive to school, we kindly ask that nobody parks near the school gates or where the constructors are. This is vital to ensure safety for everyone. No vehicles are allowed on the site via the pedestrian gates at any time. It is vital that nobody parks outside the school gate or blocks a neighbour's drive. We kindly ask everyone to respect this wish. We would always encourage scootering and cycling to school and we have plenty of bicycle shelters now.

School opens for our Year 1 and Year 2 pupils at 8.50am on Thursday 6th September 2018. Parents and pupils will need to enter the pedestrian gate by Summit Way and then walk past the Hall and the Bicycle shelters towards the playground. The Year 1 and Year 2 Classes are situated right outside the playground. Pupils should line up by their labelled class door by the class windows where the staff will be waiting for them. It is important that nobody walks on the grass or muddy areas at any time before or after school as we have grass seeds growing and we want to keep our school lovely and clean when we enter the building. Parents will pick the children up from this point as well at 3.15pm.

Summit Way, Southgate, London, N14 7NP • Tel: 020 8362 8380 • Fax: 020 3434 0334
E-mail: office@ashmoleprimary.org • Website: www.ashmoleprimary.org

Our Reception children begin with their Stay and Play sessions in the Reception classes on Tuesday 11th September followed by staggered entry for a couple of weeks as outlined in letters before the summer holidays. Reception parents and pupils will need to walk through the pedestrian entrance and then walk down the plaza past the school offices towards the wooden gate by the two Reception classrooms. The children should line up by the wooden gate and then the teachers will come out and collect the children. This will also be the pick-up point for the parents on home time.

Our Caretaker - Mr Bennett, staff and myself will be visible to help guide parents each day as everyone will familiarise themselves with the new site. Please be aware that the staff will take responsibility for the children from 8.50am each day on handover, so please ensure the children are supervised in the playground before this handover takes place – thank you. All classes and areas will be clearly labelled to help you navigate the site.

If you need anything from the school office or welfare area, please see Mrs Andrews or Mrs Chown who are based in the School Office.

Our school kitchen will now provide our own food for our children and staff and this is led by our own Ashmole Catering team. For the first two days we will provide packed lunches for our children as we finalise the preparations necessary to cook our own hot food on site.

When we commence our clubs, parents will always pick up their children from the holding area which will be outside by the Hall or the Bicycle shelters. That way the clubs can take place in the hall, classrooms or the playground.

We know that everyone will want to see the new building inside. Therefore, I am happy to organise some parent tours of the building in groups of up to 20 people at a time. Please see Mrs Andrews to arrange an appointment and once the children have settled into the new building we can begin our tours which should last about 20 minutes.

Once again we look forward to seeing our Y1 and Y2 children this Thursday at 8.50am and we are more than happy to answer any questions and help you. We all hope you enjoy the new facilities and we will update you on all developments.

We look forward to seeing you all soon and we know that all the children will be very excited with the year ahead!

Yours faithfully

Mr C Tofallis

Head Teacher