



29<sup>th</sup> January 2019

Dear parents / guardians,

I am pleased to tell you that Astrea Academy Trust has agreed to provide much needed funding for Castle Academy to carry out some changes to our school building. These changes will help us to improve the safeguarding of our children enabling us to better monitor the school site during the school day.

Our plan is that the existing school office will be moved to 'the Holt' which is situated at the far end of the KS1 corridor. The existing school office will be adapted to create a working space/ meeting room. This will mean that during the school day (8.45 am-15.00pm) parents and visitors will enter the school site via the Lowe Road entrance thus ensuring secure access at all times.

The upper and lower entrance gates will remain open between the hours of 8.00am – 8.45am and 15.00pm – 15.30pm, and at set timings for the end of any after school clubs or published special events. Children will also continue to access and leave the school building through their normal doors at the start and end of the school day.

This work will commence on Monday 11<sup>th</sup> February and continue over the half term holiday. We will keep you informed of any updates.

We thank you for your continued support in the changes we are making for the safety of our pupils and apologise in advance for any inconvenience this may cause to families who usually enter the school via Station road.

Yours sincerely

Mrs Mason  
Principal

**Castle Academy**, Station Road. Conisbrough, Doncaster, DN12 3DB

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**Principal** Mrs AM Mason

**Assistant Principal** Miss C Blagden