

Torriano Primary School

Torriano Avenue, London, NW5 2SJ



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Executive Headteacher: Bavaani Nanthabalan MA

Head of School: Helen Bruckdorfer BA

7th December 2015

Dear Parents/carers

RE: Changes to Torriano Primary School

We would like to inform you of the proposed changes that will be made to the entrances and administrative offices of both buildings. The changes are being made to improve health and safety within the school, also to improve communication and streamline all services to one hub for parents. The changes outlined below will take effect from **Tuesday 5th January 2016**.

1. **Access** - Both building will be accessible via the two junior entrance gates. The early years entrance will also remain open for Nursery and Reception parents. There will be signage to support this change and to help you to navigate around the buildings.

Gates that will close:

- Infant office entrance (bus stop)
- Access between the EYFS and KS1 playground

2. **Late arrivals** - School starts times: KS2 - 9.00am and KS1/Early Years - 9.05am. Gates will remain open until 9.15am. Children arriving late (after 9.15am) should be brought to the new school office (junior building) to be signed in. Staff will take children over to the infant building at 9.25am.
3. **School Office** - Infant based office staff will be permanently relocating to the junior building to create one central school office.
4. **Breakfast Club** – Both clubs will merge into one breakfast club serving the whole school. This will be located in the junior hall. Infant children already registered should report to the junior building. There is a bike rack located near the junior gate for securing bikes and scooters.

Additional changes that also affect Infant parents/carers are as follows:

Telephone

Please call 020 7424 0202 if you need to contact the Primary School. The infant number will no longer be available.

After School Clubs

Please collect your child from the new office. Children will be escorted over from the infant building by a delegated member of staff, who will remain with the children in the junior building until they are collected.



Delivering items / messages during the school day

Please bring all items (e.g. packed lunch, PE kit, etc) to the new office (junior building). Items will be sent over to the infant building by staff during the day.

Early Pick-ups

Please inform the new office as soon as possible of the time you wish to pick up your child and the reason e.g. medical appointment. At pick-up time, report to the new office and a member of staff will bring your child to you.

Maria Lewis, Family Support Worker, and the office team will be available if you have any queries that have not been addressed above.

Kind regards



Helen Bruckdorfer
Head of School



Bavaani Nanthabalan
Executive Headteacher