



GARTON ON THE WOLDS C.E. (V.C.) SCHOOL

Station Road, Garton on the Wolds,
Drifffield, East Riding of Yorkshire, YO25 3EX
Tel. 01377 253110 E-mail: garton@eastriding.gov.uk
Website: www.gartonprimary.co.uk



Headteacher: Mr. J. Baxter

Thursday, 17 July 2025

Dear Parents and Carers,

School Office Relocation – September 2025

We are writing to inform you of an exciting change taking place. Over the summer holiday, the school office will be moving from its current location to the opposite end of the school building, in the area previously used as the school library.

This space has undergone significant refurbishment and we are delighted to confirm that Mrs Curtis and Mrs Clough will be welcoming you from their new office from the first day of the autumn term - **Tuesday 2nd September.**

This relocation not only provides a modern and improved working environment but also enhances the overall security of the school site. As a result of the move, there are some important changes to routines that will come into effect from September 2025. These are outlined below:

School Office Access

If you need to speak to a member of the school office team in person, please use the designated entrance at the end of the school building. On arrival, please press the buzzer on the intercom system and a member of staff will unlock the gate. You can then follow the path around to the new office entrance.

As always, the office can also be contacted via telephone or the school email address.

A picture of the new entrance gate, to access the school office, can be seen below:



Garton on the Wolds Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment





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Breakfast Club and After School Club

From September the children attending Breakfast Club (BSC) or After School Club (ASC) should be dropped off and collected via the new entrance gate. Please use the intercom button and a member of the staff team will respond and either come to collect your child or bring your child to you.

Start and End of the School Day

There are no changes to the usual drop-off and pick-up arrangements. The playground gate will continue to open at 8:45am for the start of the school day and at 3:15pm for collection.

If you have any questions about these changes, please do not hesitate to get in touch.

We thank you for your continued support and look forward to welcoming you to our updated office space in September.

Yours sincerely,

Mr J Baxter
Executive Headteacher

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