



PURBROOK INFANT SCHOOL
ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ
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Headteacher: Lisa A de Carteret
Acting Deputy Headteacher: Paul Stray
Business Manager: Hazel K Dean



20 April 2020

Dear Parents/Carers

I am delighted to welcome you and your child to Purbrook Infant School. Unfortunately, due to unprecedented circumstances we are not able to undertake our normal admissions procedures.

Please can I therefore ask that you wait to hear from us regarding when to come into school with your child's birth certificate or passport together with two forms of proof of address. I would also remind you to accept your child's place as per the email you received from the Admissions Team.

Once we know when the school will be open, we will put a message on the noticeboard on the school website. Please can you check this when news regarding schools opening is confirmed from the Government. We would request that you do not telephone the school office to ask if the school is open. In line with the Government's Guidance staff are working from home where possible and there is only very limited office cover.

We are endeavouring to upload all the emails used to apply for your child's place to our communication provider, ParentMail. We may not be able to do this at this point in the academic year due to the number of children on the system. However, this is our plan. If you receive an email asking you to register for ParentMail please can you complete this registration as this will enable us to communicate with you more effectively if the schools remain closed for an extended period.

Yours sincerely

Mrs L A de Carteret
Headteacher