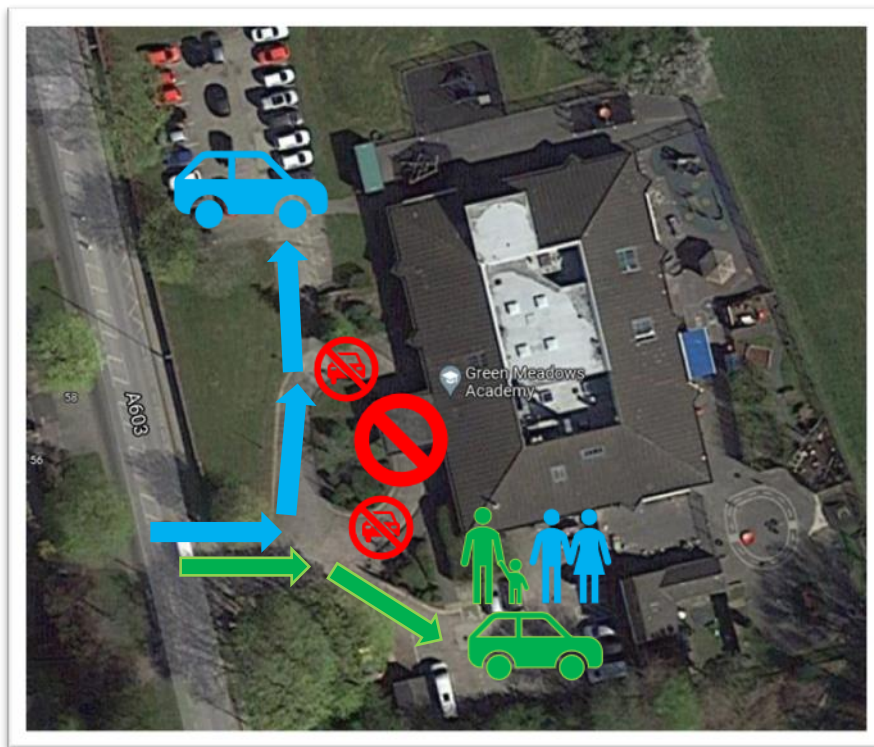


**The Reception at Green Meadows Academy Primary will be completely closed from Monday 17<sup>th</sup> January 2022 until the end of the half-term break – reopening Monday 28<sup>th</sup> February.**

*We are having the Reception area completely renovated and this will mean that there will be strictly no access to, or through, the area by any staff, parents / carers or visitors. There will be no vehicle access around the drive at the front of the school.*



**Parents** (shown in green) can continue to drop their children off and pick up by using the carpark to the right of the school building, as per the diagram above. Parents should ensure that they are picking up and dropping off at 9.00am and 3.00pm to ensure that the school minibuses can then access the area; this will mean that the arrival and departure of the rest of the pupils in the school is not delayed. There will be no access to the school building for parents to wait inside for their children, so please ensure that you time your arrival as accurately as possible.

**GMA Staff, and regular supply staff** (shown in blue) should park in the staff carpark as usual, and enter school by the side entrance from the minibus carpark.

**Visitors** should report to the reception at Green Meadows Academy Secondary, Back Lane LS20 8LS, where they should sign in at Reception and will be escorted to where they need to go.

**Contractors** should contact **Stewart Holt, Estates Manager – 07510 074060**

In case of any questions, or queries please call, **GMA Secondary Reception – 0113 336 8270** or **Sarah Dowse, Senior Office Manager – 07791 791792**

***Apologies for any inconvenience that this may cause.***