



Ellenbrook

COMMUNITY PRIMARY SCHOOL

Longwall Avenue, Ellenbrook, Worsley, Salford M28 7PS

Tel: 0161 799 6347 Email: ellenbrook.primaryschool@salford.gov.uk

Head Teacher: Mr. R Blackburn B.Ed PQSI

11 December 2020

Christmas Closure message from the office

Dear Parent/Carer

As we come to the end of term, please can we draw your attention to the following information;

LOST PROPERTY - We will be emptying the lost property bin after school closes on Friday 18th December, all items with names on them have already been returned to the children. If you have any items that are missing, please look in the lost property before Friday, this will be located outside the School Office.

ABSENCE - If your child is absent from school due to illness, please leave a message on the absence line EACH DAY. Safeguarding the children is our highest priority and we need to be aware if your child will not be in school. The absence line is on the school telephone number 0161 799 6347 and press option 1.

WEDUC - All information regarding school will be on the newsfeed, please remember to check this regularly.

SCHOOL WEBSITE- All newsletters and school holiday dates can be found on the website, please remember to check this regularly. The website address is www.ellenbrookschoo.com, information can be found in the Our School section under the heading of letters home.

SCHOOL LUNCHES – If your child has a school lunch, please could we remind you that these are charged at £2.10 per day (£10.50 per week) and should be paid for in advance of being taken.

PARENTPAY – Could we please ask that all outstanding debts on your ParentPay account are brought up to date before we return to school in January.

COVID - Should you need to report a positive Covid case to school over the holidays we would ask you to contact us via the **schools mobile number (07498 485733)** which will be manned throughout the whole holiday.

Can we take this opportunity to thank you all for your help and support this term and wish you a very Merry Christmas and a Happy New Year.

We look forward to welcoming the children back to school on **Tuesday 5th January 2021**.

Kind regards

Mrs McKenna & Mrs Keogh