



Coopers Lane Primary School

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Head Teacher: Mr Paul Hooper

20th September 2017

Dear Mums, Dads and Carers,

RE: OFFICE CLOSURE

On **Tuesday 26th September** the Office will be closed between the hours of **10.00 am and 3.00 pm**. The office is closed due to staff training as we are moving to the management information system Scholarpack.

Please ensure that your child brings all that they require on this day as we will not be able to take PE kits or packed lunches for example to your children during this time.

We will of course be open if you need to collect your child or drop them back after an appointment etc.

To help support us on this day, please do not call the office unless it is an emergency.

Thank you in advance for your cooperation with this matter.

Yours sincerely

Paul Hooper
Head Teacher



HEALTHY SCHOOLS
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