



Wallace Fields Junior School

Dorling Drive, Ewell, Epsom, Surrey KT17
3BH

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Headteacher: Mr S J Lee

B Ed (Hons) MA

Deputy Head: Mrs A Y Day

B A (Hons) PGCE

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Website: www.wallacefields-jun.surrey.sch.uk

Message from the School Office

23rd March 2020

Dear Parents/Carers

As the school moves towards a reduced staffing rota, please take note of the following important information regarding communication/ access to the school office from Wednesday 25th March.

- There will be **no access into school via the school office for parents or visitors**. All access will continue at the beginning and end of the school day via the school playground. Please ensure you collect your child promptly at 3.30pm.
- The School Office will be closed from Wednesday 25th March.
- **For urgent messages, please use the following telephone number during the school day 07388 475499 . The normal school telephone number will not be in use, including the school absence line.**
- **Please use the school email address office1@wallacefields-jun.surrey.sch.uk for all absences and messages.** This email address will be monitored during the school day.

Kind Regards

School Office
Wallace Fields Junior School
Dorling Drive, Ewell, Epsom
Surrey KT17 3BH
0208 393 0350
office1@wallacefields-jun.surrey.sch.uk

