



Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX

Headteacher: Mrs L Wilbraham-Jones, NPQH

Telephone: 01889 563365

E-mail: office@windsorpark.staffs.sch.uk

Website: www.windsorpark.staffs.sch.uk

4th March 2025

Dear Parents/Carers

From Tuesday, 4th March, our school gates will be locked during school hours. Should you have an appointment in school or need to collect your child, we ask that you phone the school office (on the signs provided on the gates) and a member of the office staff will come out to allow access to the site.

In order to support us with this, we ask that you do not come onto the school site unless you have a prior meeting or arrangement so that staff are able to manage the number of visitors in school. Please be advised that there may be a short wait at the gate if office staff are dealing with a student or a school issue.

Therefore, should your child forget an item they need for school we ask that you phone the school office to let us know so that alternative arrangements can be made for them in school.

Thank you in advance for your support with this matter.

Yours sincerely

Mrs Wilbraham-Jones
Headteacher



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