## **The School Office**

Situated in the Reception and Main Entrance, the School Office can help you:

- If you are unwell (your class teacher will send you to the Office)
- If you need to contact home (at break time)
- If a parent/carer has brought something into school for you
- If you arrive into school late
- If you are being collected to go to an appointment
- If you need to borrow money for your bus fare (this should be paid back as soon as possible)

