Office Information

Please: -

- Treat our office staff with respect
- Be patient office staff are sometimes called away to support a pupil who is unwell or distressed they might not be available to take your call
- Check our extensive website for information before contacting us, use the search button (magnifying glass), see location below

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NEWTON BURGOLAND PRIMARY SCHOOL Together We Can Achieve Excellence

Email <u>admin@newburland.leics.sch.uk</u> with any non-urgent enquiries

THE SCHOOL OFFICE

OPENING TIMES

8.30am to 9.30am

11.30am to 12 noon

2.45pm until 3.30pm

Please help us to focus on the children in school and their learning by bringing late pack lunches & school kit to school before 9.30, or if absolutely necessary between 11.30 and 12 noon – telephone the school office before coming to school to arrange