



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
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11th March 2019

Dear Parents and Carers,

Sacred Heart Catholic Primary School has taken the decision not to countersign passport photographs, passport applications, British naturalisation applications and similar documentation. This is a school-wide policy. Therefore teachers and other staff, if approached by parents or carers with such a request, will be unable to oblige.

This decision has been taken with much deliberation. Our capacity to undertake non-school business in a growing primary school is restricted as we focus on teaching and learning.

Thank you for your continued support.

Senior Leadership Team,
Sacred Heart Catholic Primary School



*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd,
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