



South Boston Catholic Academy

Faith, Family Spirit, Academic Excellence

April 13,2011

Dear Home & School Members, Coaches and School Volunteers,

Our school has recently completed an accreditation visit with NEASC as well as an evaluation from the Archdiocesan Risk Mgmt. Team. It has been brought to our attention that an area of concern is the usage of the school gym. The committee recommend that a stricter policy be implemented immediately.

Moving forward we have adopted a new process for key requests and gym usage. Key requests will need to be submitted to Mrs. Keohane or myself in writing or e-mail. The request forms are available in the school office or on the school's website. Once approved, the key can be picked up in the school office between 7:30-3:30 or at the parish office between 9:00-5:00. All keys ***MUST BE RETURNED*** immediately after gym usage to the school lock box at the gym door or Rectory office.

Thanks very much for your cooperation. We appreciate all you do for South Boston Catholic Academy.

Sincerely,

Mrs. Nancy D. Carr
Principal