



7 October 2016

Dear Parent/Guardian

### **New Building**

I am writing to update you on the plans for the move into our new building.

We are delighted to confirm that, barring any unforeseen problems, the front half of the building will be handed over to the school at half term and students will commence lessons in the new building on Tuesday 1 November. Please remember that on Monday 31 October the school will be closed to students for a staff training and unpacking day. The remainder of the building will then be handed over to the school at the beginning of December.

We are all incredibly excited about this news and look forward to the great facilities that will be available to us.

Moving to the new building does require careful management and so, on Tuesday 1 November, the start of the school day will be delayed until 10.00 am for both Year 7 and Year 8. This is to allow for final preparations in the building. Students should not arrive at school any earlier than 10.00am. Upon arrival, students will be issued with new timetables, shown around the building, instructed about fire evacuation procedures and will have an assembly. Lessons will start with lesson 3 and students should bring books for lessons 3-5 on a Tuesday.

From November, students will no longer enter school via the Hamilton Road entrance. They should come into school via Crescent Road. We will guide students as to which entrance they will use.

We will continue to keep you informed about our move into the new school facilities

Yours sincerely



**Mr A Johnson**  
*Deputy Headteacher*