

6<sup>th</sup> December 2016

Dear Parent/Carer

### Move into the new school

The transition to our new school is moving ever nearer and we are now starting to look ahead and plan our strategies for taking over the building. The new school is due to have its completion date during August 2017, but we will not move in until September to cause the least disruption, especially for those students who will be sitting exams in the summer.

As I am sure you can appreciate, a smooth transition into the new school is both a complex and time-consuming process. In order to facilitate this, there will be some amendments to our current term dates for July/September 2017.

Following discussions with Governors and the builders, Morgan Sindall, it has been agreed that school will close for **all** students on **Friday 14<sup>th</sup> July** (original closure date 21<sup>st</sup> July.)

As staff access to the new school before the summer holiday will be limited, we have decided to have a later start for all students in September in order to prepare and set up the site.

School will therefore reopen for **all** students on **Friday 8<sup>th</sup> September** (original return date was 5<sup>th</sup> September.) This day will enable students to familiarise themselves with the new building and Health and Safety procedures. The starting times on that day will be staggered for individual year groups – details to be confirmed nearer the date. Normal lessons will then resume for all students on Monday 11<sup>th</sup> September.

This alteration of dates will enable us to pack everything up from our existing accommodation so that it can then be transferred to the new school. The following actions will also have to take place:

- o Movement of all legacy/specialist equipment and loose furniture.
- o A comprehensive ICT decant (computers, whiteboards, projectors and printers.)
- o New telephone, internet, alarms, fire and intruder systems diverted and installed.
- o Staff training and inductions (including health and safety.)
- o Testing and commissioning.

I am very sorry for any inconvenience these changes may cause. If you do have any queries linked to our move into the new school, please do not hesitate to contact your child's Progress Leader or Pastoral Manager.

Yours sincerely



Mrs J Rowlands  
Headteacher