

BB/TW

25<sup>th</sup> March 2010

Dear Parents / Carers

### **BUILDING WORK AT HOLYWELL**

This is an important letter to inform you of building work due to start at school on:

**Monday 29<sup>th</sup> March 2010**

The Building Project will provide us with an extra room for meetings with outside agencies, parents and space for small group work with children. It will be built on the front of the school by the bike shelter.

The project is due to last 16 weeks and should be finished at the end of July ready for the next academic year.

#### **The Turning Circle**

The Builders will be building a temporary access road from the turning circle across the grass to the school for delivery of materials. All materials will be kept in a secure compound. The turning circle maybe coned off sometimes, when this occurs please follow requests of no parking in certain areas - **your car may not be accessible to you on your return.** We are not envisaging, at this stage, any problems with using the drive or turning circle as usual.

#### **Key Stage 2 Children - Years 3 - 6**

The Building Work will affect Key Stage 2 children and their access into and out of school. All Key Stage 2 children who normally access the school from the turning circle will be directed through the Nursery playground, across the Key Stage 1 playground and up the side of the school into the Key Stage 2 playground. This will be the way the children leave the school too.

All Key Stage 2 children will be given clear instructions about access. Staff will be present on Monday 29<sup>th</sup> March before and after school to guide them.

With the lighter nights approaching and the Easter holidays we would like to remind all children not to come onto the school site out of school hours.

Thank you for your support in this matter.

Yours sincerely

Mrs Biggs  
Deputy Headteacher