



14th October 2019

Dear Parent / Carer

Important information regarding your child's tutorial room - 7C, 7J, 8C, 8M, 8W, 9H, 10C, 11F, 11H

As you may have read in last week's newsletter, the school takes possession of its new block over October half term week. This triggers a range of moves within the school. In particular, our English department relocates, along with classrooms based in the 'temporary' huts based next to the Music block. Those of you familiar with this part of the school will be delighted to learn, as were we, that these 'temporary' classrooms are now scheduled for demolition.

I am writing to you because your child's tutorial base is either in one of the rooms currently occupied by the English department, or is in one of the huts. Their tutorial base will therefore change after half term.

We will be speaking to your son / daughter directly regarding this. I wanted to make you aware though of how this process will be managed, and the part we need you and your child to play in the move

With the exception of **11F** (whose lockers are based in corridors), your son / daughter will be asked to empty their locker by the end of the week, and take home all contents.

The lockers themselves will be moved to your child's new tutorial room over the half term holiday. Clearly this is a job achieved much more easily with the lockers empty, hence the request above.

On the first Monday immediately after the holiday (28th October), your child will have their tutorial in their existing room. They will follow their normal timetable for the rest of the day. Please note that they will not have access to their locker on this day.

On Tuesday 29th October, your child should go to their existing tutorial room, where their tutor will meet them and escort them to their new tutor room. We anticipate that they will be able to reoccupy their locker at this point. Please note that we do not intend taking back in and reissuing keys and that the plan is for students to reoccupy their original locker. It is very important that students keep their locker key safe.

It would be most helpful if you could reiterate these instructions to your child on Friday. Thank you in advance for your support.

Yours sincerely

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