

3 February 2012

Dear Parents / Carers

Next week we will be having some work done to improve the stairwell to the Year 5 and 6 corridor. Therefore to ensure everyone's safety, we need to make some changes to the way in which children enter and leave the building.

Children in Years 5 and 6 should come into school via the school hall using the doors on the upper level alongside the pond but **please do not walk down the car park entrance** – use the usual pedestrian driveways.

Year 6 will leave through the Year 4 classroom doors at the end of the day, and Year 5 will leave through the Year 3 classrooms.

Years 3 and 4 children should enter and leave the school using their external classroom doors.

Children in Years 1 and 2 and Reception are not affected.

These changes will remain in place all week. We have already held a practice fire evacuation drill without using the stairwell and the evacuation times were not affected by the use of alternative exits, so we are confident that your children's health and safety will be not be compromised whilst the improvements are carried out.

Yours sincerely

Simon Duncan  
Headteacher