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Headteacher: Mr Steve Davies
Deputy Headteachers: Mrs Kirstie Southall | Mrs Rachel Targett-Adams

College Gardens, Redbridge, IG4 5HW T 0208 551 7429

Thursday 25th May 2023



Dear Families,

RE: Important Health and Safety Information for Families during upcoming building work

We are writing to share important information about the arrangements that will be in place during the upcoming building work on the school site. The arrangements detailed below will be in place from immediately after we return from the half-term holiday all the way through to the end of this academic year. It is anticipated that the work will be completed before the start of the new academic year- we will keep families informed about this.

Duration of impact: 5th June 2023 to 21st July 2023

What will be impacted: School site access and drop-off and collection arrangements for some year groups (details below)

Map Key table with 5 columns: Yellow box, Green Star, Light Blue Line, Coloured Triangles, Red Lines. Each column contains a description of the impact on school access and drop-off/collection arrangements.



Drop off Arrangements

Year Group	Current Arrangements	New Arrangements from 5 th June
Nursery	Nursery Gate	<u>No change</u>
Reception	Reception Class Patios	<u>No change</u>
Year 1	Year 1 Class Patios	<u>No change</u>
Year 2	Year 2 Class Patios	<u>No change</u>
Year 3	Year 3 entrance door	<u>Year 3,4,5 entrance door</u>
Year 4	Year 4 entrance door	<u>No change</u>
Year 5	Year 5 entrance door	<u>Year 3,4,5 entrance door</u>
Year 6	Year 6 entrance door	<u>No change</u>
Liverpool Street	Liverpool Street College Gardens entrance door	<u>No change</u>

Collection Arrangements

Year Group	Current Arrangements	New Arrangements from 5 th June
Nursery	Nursery Gate	<u>No change</u>
Reception	Reception Class Patios	<u>No change</u>
Year 1	Year 1 Class Patios	<u>No change</u>
Year 2	Year 2 Class Patios	<u>No change</u>
Year 3	KS2 Playground	<u>School field</u>
Year 4	KS2 Playground	<u>School field</u>
Year 5	KS2 Playground	<u>School field</u>
Year 6	Astro Turf	<u>No change</u>
Liverpool Street	Liverpool Street College Gardens entrance door	<u>No change</u>

6th-11th July Special Additional Arrangements

Following extensive groundworks, on the 6th of July the building work moves into a new phase where the modular build will be brought onto site and craned into position in the quad. For this operation, there will be a temporary period of further reduced site access for all members of the school community. We anticipate that this period will bring the most disruption to our daily school routines however, this is scheduled to take place across a very short period of time.

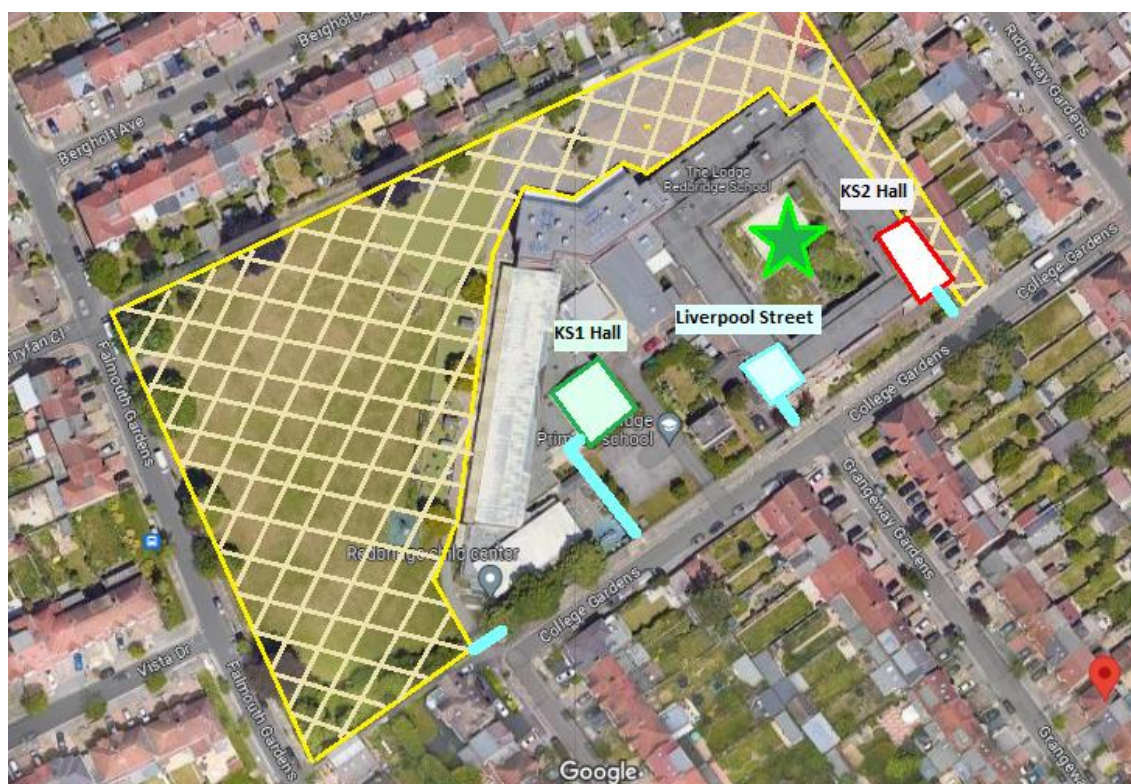
Thursday 6th July- Tuesday 11th July (Friday 7th July is closed to all children for a pre-planned INSET day).

Please see aerial map below for the temporary drop off and collection arrangements for this short period of time, after which arrangements will revert to the above.

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Map Key		
Yellow box	Green Star	Light Blue Line
Closed off area- strictly no access to staff, families or children	Site of new SEN building and major works	School entrance and exit points



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Drop off Arrangements 6th-11th July ONLY

Year Group	Current Arrangements	Temporary Arrangements 6-11 th July
Nursery	Nursery Gate	<u>No change</u>
Reception	Reception Class Patios	<u>No change</u>
Year 1	Year 1 Class Patios	<u>No change</u>
Year 2 Stratford	Stratford Class Patio	<u>No change</u>
Year 2 Leyton, Leytonstone and Snaresbrook	Year 2 Class Patios	<u>KS1 Hall</u>
Year 3	Year 3 entrance door	<u>KS2 Hall</u>
Year 4	Year 4 entrance door	<u>Liverpool Street</u>
Year 5	Year 5 entrance door	<u>KS2 Hall</u>
Year 6	Year 6 entrance door	<u>KS1 Hall</u>
Liverpool Street	Liverpool Street College Gardens entrance door	<u>Main Office</u>

Collection Arrangements 6th-11th July ONLY

Year Group	Current Arrangements	Temporary Arrangements 6-11th July
Nursery	Nursery Gate	<u>No change</u>
Reception	Reception Class Patios	<u>No change</u>
Year 1	Year 1 Class Patios	<u>No change</u>
Year 2 Stratford	Stratford Class Patio	<u>No change</u>
Year 2 Leyton, Leytonstone and Snaresbrook	Year 2 Class Patios	<u>KS1 Hall</u>
Year 3	Year 3 entrance door	<u>KS2 Hall</u>
Year 4	Year 4 entrance door	<u>Liverpool Street</u>
Year 5	Year 5 entrance door	<u>KS2 Hall</u>
Year 6	Year 6 entrance door	<u>KS1 Hall</u>
Liverpool Street	Liverpool Street College Gardens entrance door	<u>Main Office</u>

Thank you for taking the time to read this important correspondence which will ensure our whole community stays safe during the building works. Our leadership team will of course be out and about to help direct families whilst we all get used to these new arrangements.

If you have any questions or concerns, please do not hesitate to contact the school.

Kind wishes,

Mrs R Targett-Adams

Deputy Head Teacher

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