



Executive Headteacher: Kathleen Wheeler, BSc, MA, PGCE, NPQH
Primary Cann Hall Road, Leytonstone E11 3NN, Tel: 020 8534 3563
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28th November 2017

Dear Parents/Carers

Information on changes to buildings, holiday dates and other arrangements for **SECONDARY** Pupils.

We will be holding 3 parent information sessions to discuss arrangements and allow you to ask questions.

Date of Meetings	Time	Where?	Parking Available?
Monday 4 th December	3.45pm	Secondary Hall. Enter via Terling Close	Park in Wanstead Flats car park
Monday 4 th December	5.00pm	Secondary Hall. Enter via Terling Close	Park in Playground via Courtenay Road
Monday 4 th December	7.00pm	Secondary Hall. Enter via Terling Close	Park in Street

Entrance and Exit changes

Dates	Entrance	Entrance Time	Exit	Exit Time
January –May	Woodhouse Road	8.35am	Woodhouse Road	2.55pm
May onwards	Terling Close	8.35am	Terling Close	2.55pm

Pupils collecting Key Stage 2 siblings will need to have a pass and go directly to the sibling meeting point within the school. They will not be able to leave the site and return to collect siblings as this often results in a late collection.

Please remember that Key Stage 1 pupils **cannot** be collected by siblings.

Parking

There is no car park available for parents from January 2018. You can apply to the council for a parking permit to drop off and collect children from school. You will need a letter confirming that your child/children attend the school. Please park safely and legally if you need to drive. Traffic enforcement officers will be visiting and we do not want anyone to get parking tickets. Do not park on yellow lines; please help us to keep the children safe.

Holiday Dates

	End of Term	Start of Term
Primary Pupils	Wed 20 th Dec at 12.30pm	Thursday 4 th January 2018 normal time
Secondary Pupils	Fri 15 th December at 2.55pm	Monday 8 th January 2018 Year 11 8.35am Year 10 9.15am Year 9 9.45am Year 8 10.15am Year 7 10.45am

Secondary pupils have 5 extra days holiday due to the move of building. Please encourage them to do extra homework.

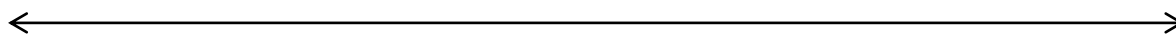
Thank You

I thank you for your patience during our building works.

Yours faithfully



Mrs K Wheeler
Executive Headteacher



Parking permits

Should you want a letter for applying for a parking permit for dropping off and picking up your child, please add your child's name here along with any siblings in the school.

I request a letter for parking application: Yes No

If yes, please list the names of your children and which form they are in

1. _____

2. _____

3. _____

Add others if relevant _____

Please return this page to your child's form tutor by **Friday 8th December**