



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

Headteacher: Mr Robert Staples BA (Hons)
Assistant Headteachers: Mrs Hayley Yendell, Miss Michelle Bridge & Miss Emma Verlander
Tel: (01438) 351053 Fax: (01438) 750116 E-mail: admin@fairlands.herts.sch.uk www.fairlands.herts.sch.uk

Dear Parents/Carers

I am writing to inform you of exciting news regarding the building project that was due to start next April.

The contractors have now been identified and I am pleased to tell you that the works will begin much sooner than we expected, with a **current start date of 3rd January 2012!** This means that, from this date, there will be areas of both school sites that will be inaccessible as they will be fenced off to form contractor's compounds. These are shown roughly on the plan attached.

Please find below new arrangements for a range of issues that will be in place for the whole of the building project. We would like to introduce these arrangements from the week beginning 12th December (last week of term) so that the children can get used to them before the contractors arrive.

START OF THE SCHOOL DAY

The Lower Building should be unaffected and children will come to school as usual.

For children in the Upper Building – Playground 1 (see the attached plan!) will be unavailable for lining up in the morning. This means that we will have to use Playground 2 for lining up in the morning.

- The statue gate will be opened at 8.40am.
- **Parents will have to say goodbye to their children at the statue gate and the children can walk up to the playground through the double doors. We cannot allow parents to walk up with them as this will compromise site security.**
- Mrs Nielow will be by the statue gate to help out.
- A member of staff will be on the top playground from 8.40am.
- The bell will be rung as usual at 8.50am and children will be escorted back to class by the teachers.

END OF THE SCHOOL DAY

The Lower Building should be unaffected and children will leave school as usual.

For children in the Upper Building, there is going to be more of a squeeze when we hand over children at the end of the day, as currently Year 3 use Playground 1 as a handover point and this will be unavailable. So the new handover points are:

- ***Elm & Elder leave the classroom at 3.10pm and are handed over from the gate by the statue.***
- *Hornbeam and Lime are handed over from the gate by the statue at normal time (3.15pm).*
- *Hazel and Larch are handed over from the FIRST door in the dining room at normal time (3.15pm).*
- *Pine, Poplar, Willow exit by the SECOND door in the dining room at normal time (3.15pm).*

Please collect children swiftly and avoid blocking exit routes. We will put some signs out on the first few days to remind you where to head for!

LUNCHTIMES

Playground 1 is out of action, so Years 1 & 2 will have their playtime on the (top) Playground 2 on the Upper Site.

Playground 3 on the Lower Site is also out of action, so EYFS will have to play on the first playground, by Year 1 outside area. This will be the new 'Playground 3'.

The picnic area will be out of action, so we will start using the upper hall regularly to make sure the dining room is not overcrowded.

EMERGENCY PROCEDURES

For the duration of the works, there will be separate Meeting Points for both sites for the Fire Drill:

Lower Building – first playground on Lower Site (Playground 3)

Upper Building – top playground (Playground 2)

Thank you for your cooperation during the building works. I will be writing to you give you more updates as they arise.

During the works, if you have any concerns or are aware of any safety issues, please do not hesitate to get in touch.

A handwritten signature in black ink, appearing to read 'Robert Staples', with a long, wavy line extending to the right.

Robert Staples, Headteacher