

Ghyllside Primary School

Gillinggate, Kendal,

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Headteacher : Mr.H.B.Davies (BA. Hons)

Dear Parent/Carer,

12th September 2019

School Window Replacement

As you know we will be having the windows through school replaced on a rolling programme through this term. Unfortunately, because of the timing of the bid process and manufacturing time for the windows themselves, this could not happen during the Summer holiday. We will endeavour to carry out this work with as little disruption to the running of the school as possible and let parents know as and when we may need to temporarily change access arrangements to school.

We have had the proposed works timetable for the first two weeks of this work, starting next Monday 16th September. The proposed schedule of work is as follows:

Mon 16/9/19 - Delivery day, no windows fitted this day

Tues 17/9/19 - Mrs. Smith's Y2 classroom

Wed 18/9/19 - Miss. Crowley's Y4 classroom

Thurs 19/9/19 - Mrs. Scarbro's and Mr. Giblin's Y4 classroom

Fri 20/9/19 - Making good externals, no windows fitted this day.

Mon 23/9/19 - Mr. Duxbury's Y5 classroom

Tue 24/9/19 - Mr. Philips's Y6 classroom

Wed 25/9/19 - Mrs. Meyfroidt's Y6 classroom

Thurs 26/9/19 - Reception classroom

Fri 27/9/19 - Making good externals, no windows fitted this day.

On the day that individual classes are having their windows replaced that class will be educated somewhere else in school – the majority of classes will use the conference room while the Reception class are proposing to use the Neighbourhood Centre. **The Y1&2 playground will be affected from 17th – 23rd September inclusive** as the windows being replaced overlook this playground. As a result, we ask that from next Tuesday Y2 children line up in the big yard at the beginning of the day (the Y2 teachers will show them where to do this on Monday) but are still collected from the Y1&2 yard side of the building. There is enough room for Y1 children to be dropped off and picked up through the normal conservatory door, but please be aware that there will be no space available in this playground for playing so please **do not** arrive too early to drop off / pick up your children.

We should have the following two weeks schedule of work during the second week of this work, at which point I will let you know which rooms are going to be affected next and how we are going to provide for this.

As always if there are any questions about the contents of this letter please do not hesitate to contact us.

Thank you for your understanding and help.

Kind regards



Huw Davies, Headteacher

