

Friday 17<sup>th</sup> November 2023

Dear Parents / Carers,

I am pleased to inform you that the scaffolding works are progressing well and are slightly ahead of schedule as a result of the better weather this week.

The scaffolding team will now be working at the back of the school and this will temporarily affect the Reception and Nursery entrance for next week.

**Drop off and collection for children in Reception and Nursery will take place via the front playground by the school office.**



**Children in  
Reception and  
Nursery to  
enter via the  
front gate**

**Drop off and collection for children in Years 1 and 2 will continue to take place via the main playground alongside the children in Years 3 - 6.**

I appreciate the continued support and patience during the scaffolding process recently and will of course continue to update you on the progress being made.

If you have any queries regarding the building work, please do not hesitate to contact the school. Thank you for your understanding.

Yours sincerely,

Rachael Carr  
Headteacher



The Federation of  Orchard Primary School  Southwold Primary School  Hoxton Garden Primary School

Headteacher: Ms Rachael Carr

Executive Headteacher: Ms Rachel Davie

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