



Priory School (Foundation)

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Headteacher: Mrs. J. Laver



24th November 2017

Dear Parent/Carer,

I am writing with reference to an emergency situation with the school's boilers and the continuing work on the new SEN building.

The school has annual maintenance work to the boilers that will ensure they are working efficiently and effectively. Unfortunately, this year's maintenance has uncovered some issues which need to be dealt with as a matter of urgency to make sure that the school remains heated. This vital, remedial work will mean that the school will be without heating for 3-4 days while the work is being carried out. Unfortunately, this work cannot be carried out during the school's shutdown period because our contractors are also on a shutdown from December 21st 2017.

While we appreciate the inconvenience that this will cause our parents, the Governors and Senior Leadership team have had to make the very difficult decision to close the school early, ahead of the Christmas break, on **Monday, December 18th. (Please note that the school will close at normal time of 3.15pm for KS1 and 3.30pm for KS2)**. This will allow the work to the boilers to be completed safely ahead of the children returning on January 8th 2018. This closure will also allow for some disruptive work to take place on the new building which would see an interruption to the school's power supply and additional heavy plant coming on to site.

I apologise in advance for any problems this unexpected event will cause you.

Yours sincerely,

A handwritten signature in black ink that reads 'Jacqueline Laver'.

Jacqueline Laver
Head Teacher

