



5 May 2016

Dear parents and carers

### **Visit of Her Majesty the Queen, Friday 6 May 2016**

Excitement is building around the town and in school for Her Majesty's visit tomorrow.

We are able now to build up a picture of how we might organise the school, given the pupil numbers we are currently expecting.

With almost 200 pupils tomorrow granted an authorised absence, we anticipate there being two class groups in the morning. Each class will have a 1½ hour session with Game On; pupils will therefore need their PE kit in school. Teachers will be teaching these two class groups for the other 1½ hours of the morning.

In the afternoon, we anticipate pupils being taught in a year group class.

It will be impossible to stick to a normal timetable with such small pupil numbers, although we will provide purposeful learning activities, linked to the curriculum, for as much of the day as possible.

May I remind those coming in for the afternoon session that pupils should either bring a packed lunch, or come into school for afternoon registration at 1pm having had their lunch. There will not be an opportunity, if morning registration has been missed, for pupils to have a cooked, school lunch.

I can confirm that all requests for absence for the purpose of seeing The Queen have been authorised.

I hope you can appreciate that making and confirming these arrangements was only possible once we knew the numbers of pupils being absent and thank you for your flexibility and understanding on what will be a very unusual day.

Yours sincerely

Mr R Halls  
Headteacher