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6<sup>th</sup> March 2017

Dear Parents/Carers

## Friday 3<sup>rd</sup> March – school closure

We are writing to thank you for your support on Friday with our unexpected school closure.

As you will appreciate, we are always very reluctant to close the school as it presents a number of challenges for our parents and staff. However, on Friday shortly before the start of the day we had some smoke enter a few of the classrooms through our air vents. We quickly evacuated the building and called the Fire Brigade to identify the source of the problem. The Fire Brigade were able to do this but made the decision that we could not return to the building until a gas engineer had checked that it was safe for us to do so. Over the weekend, the problem with the air-con unit has been resolved.

We would like to take this opportunity to thank you for returning so swiftly to collect the children and the staff in the Swan Housing community centre for making us so welcome and providing the children with drinks, pens and paper. We would also like to thank the staff for their calm and well-organised manner with their classes. Finally, we are very proud of our children's responses – they were calm, beautifully behaved and many of them saw the morning as a mini-adventure.

We are once again back to business as normal. In the meantime, if we had difficulty contacting you on Friday, we would ask that you contact the school office as quickly as possible to ensure we have your most recent phone numbers and that of an emergency contact.

Kind regards,

Ms Argent Headteacher