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Dear Pupil and Parent/Carer

You may be aware that the school Dining Hall is about to be refurbished. The work will begin on Monday 26 January 2015 and will be completed by Friday 17 April 2015. The Dining Hall will be closed during this time. It should be ready to be re-opened, following refurbishment, after the Spring Break on Monday 20<sup>th</sup> April 2015.

To compensate for the loss of the Dining Hall other catering arrangements will be put in place in the school.

More tables will be added to the Open Area to increase the capacity and an additional temporary servery will be installed to supplement the existing Satellite Kitchen. In addition, a further temporary servery will be located in the Theatre and the Theatre will be used as an additional dining area at both the morning interval and lunchtime.

A temporary menu will be in place during the period of refurbishment, a copy of which is on the reverse of this letter. A combination of cashless and cash payments will operate in the Open Area. In the Theatre, however, it will be cash payments only.

The timing of the refurbishment and the consequent temporary catering arrangements are certainly inconvenient to the school. I am confident however, that ultimately, following the Spring Break we will return to a much improved new Dining Hall facility.

If you wish any further information on this matter please contact me. Thank you for your ongoing support.

Yours faithfully

Dean Smith  
Head Teacher