

15 June 2023
EWS/CGn

To: Parents/Carers of Years 5, 6, 7 and 8

Dear Parents/Carers

Middle School Office – open from 19 June 2023

This is a reminder that the Middle School Office will be opening to parents, carers, students and visitors of children from Years 5 to 7 on Monday [19 June 2023]. Due to the Year 8 transition from Middle to Upper School, current Year 8 students will continue to use the Upper School Office.

As a parent/carer, please can you make sure that your child reports to the **correct** office if they are late or need to visit the office for any other reason.

To access the Middle School office on foot, you will either use Deanery Road, or Brook Road [please see map below]. If your child is late and the Middle School gates are closed, they will need to report to the Middle School office via the footpath to the side of the car park and over the crossing to the main entrance. If you are arriving by car, there are three visitor spaces and one disabled parking bay.

Just a reminder of the following school email addresses and telephone numbers:

- **Lower School** [Years R – 4] – KOA.LowerSchool@clf.uk Telephone: 0117 9927129
- **Middle School** [Years 5 – 8] – KOA.MiddleSchool@clf.uk Telephone: 0117 9927128
- **Upper School** [Years 9 – 11] – KOA.UpperSchool@clf.uk Telephone: 0117 9927127

Please ensure that all children use the correct office for their school.

Finally, we look forward to welcoming our parents, carers, students and visitors to our new Middle School Office.

Yours sincerely



Emma Watts
Assistant Principal
Head of Middle School

WORK HARD, BE KIND

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