

JAn/LHe

18 September 2026

Dear parent / carer

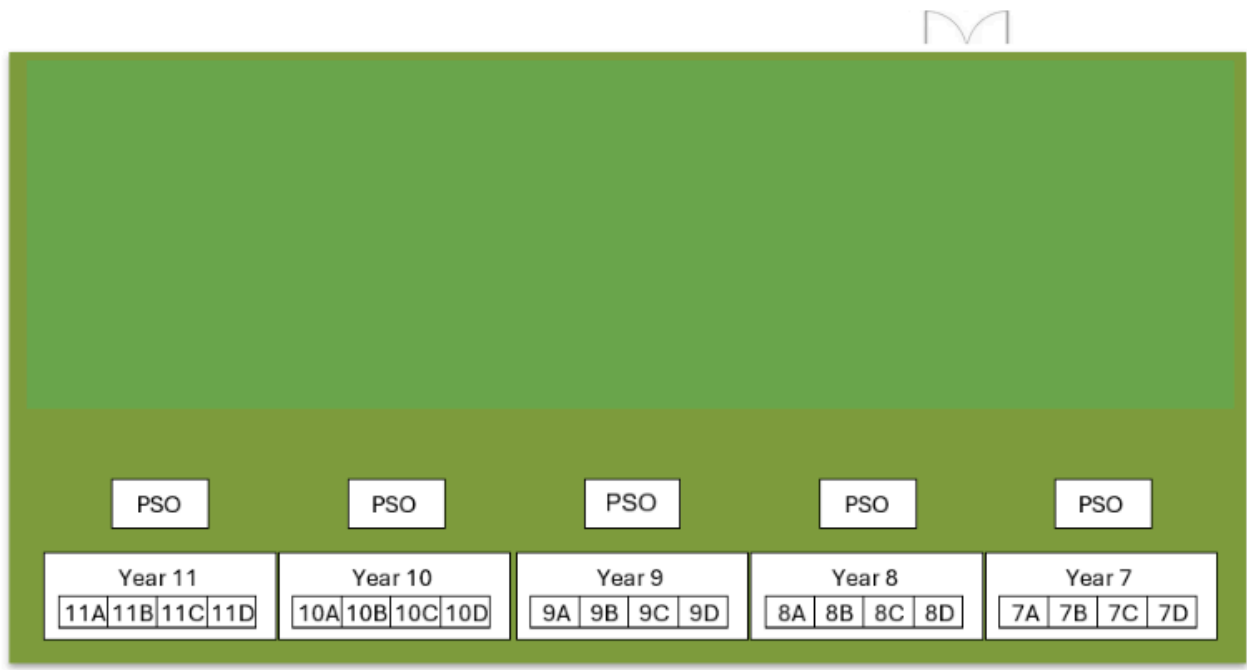
I hope this letter finds you well. I am writing this letter to specifically set out arrangements for the return of our pupils in the new school building on Wednesday 23rd September.

Arrival at the start of the day

Pupils should come to school at the usual time on Wednesday. In due course, there will be two entrances onto the school site but for the next few months, pupils will use the gated entrance next to Barndale School (to the east of the new site). There will be plenty of staff on duty directing the pupils and making sure they know where to go.

On the first day, they will be directed to gather on the new school yard and at 8.45am they will then be directed to line up with their form groups and form tutors. The map below shows them where this is but, again, there will be plenty of staff helping them line up in the right place.

We are going to take each form group into the building in an organised and calm manner.



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Programme for the first day

Once they are safely in the new building, the first two hours of the day will be spent on a carousel of introductory activity. There will be an assembly, a tour of the new site and information shared with them about how to manage things like getting to lessons, break and lunch.

From lesson 3, they will re-start their normal timetable, so they need to make sure that they bring the correct equipment in for lessons 3, 4 and 5. Thursday and Friday will be normal school days.

We have kept this start as simple as possible and we hope that the pupils really appreciate how fabulous their new accommodation is. All of our other systems, processes and communications will continue as they work now. For example, lunch runs in exactly the same way as it does now.

The new main reception is very easily found at the front of the new building and our phone lines and email systems are all the same.

I am really looking forward to inviting you all into the new building very soon. I will be writing to you again next week to reflect properly on the start of the new year and to look ahead to key events and activities in the new Coquet Community School.

Yours faithfully,



Mr James Andriot

Headteacher

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