



# ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



4 October 2023

Dear Families

**Ref: Changes to Assembly arrangements and times - effective this Friday, 6 October 2023**

I am writing to you to inform you of the change we have decided was necessary to our assemblies.

Due to the much welcomed increase in our senior students' engagement in assemblies, and the ongoing fantastic attendance from you, the families, we have reached a point of saturation in our main hall's capacity.

Having reviewed our fire safety and evacuation operational plans, we have decided that we cannot continue to operate with a whole Secondary Department assembly as one.

This is regrettable but safety must always come first.

Therefore, we will operate three sets of assemblies, starting this **Friday, 6 October 2023**.

- Primary Assembly: 09:30-10:00
- Key Stage 3 and 4 Assembly: 10:00-10:30
- Key Stage 5 Assembly: 10:30-11:00

Coffee Morning will remain unchanged at 09:30-11:00 and we welcome you to attend, pop in for a chat, refreshments and cake!

Yours sincerely

Mrs A Hildrey  
Headteacher