



AP/cd

14 November 2016

Dear Parents/Carers,

I write to you with exciting news. We are moving! This week's newspapers will report that the building has been officially handed over to Suffolk County Council and that we will be moving in shortly. I felt, however, that you should know first – as always. After a long delay, I am sure that you will, like me, welcome this news.

The date for moving has been set. We will leave the St James' site at the end of Friday 25<sup>th</sup> November. Pupils should come to school as normal on that day. We will be opening at our new site on Monday 28<sup>th</sup> November at the normal time. Our plan is that there will be no disruption to your child's learning at all.

As you might suspect, there are a number of logistical considerations to account for. I have tried to cover the main ones below, but if you have any queries at all, please do get in touch by the normal means.

- **Catering** – Our plan is for school meals to be provided as normal. However, there will be one significant change. We will no longer be accepting cash at the school and the facility for pupils to pay money into a machine will no longer be available. Instead we would ask you to pay all money directly through your Parent Pay account. If you have any problems setting up your account or logging in, please do get in contact with Mrs Spurrier at [sspurrier@sybilandrewsacademy.co.uk](mailto:sspurrier@sybilandrewsacademy.co.uk)
- **Bicycles** – There are plenty of bicycle racks at the site. Please do encourage your child to cycle (or walk) to school. If they are riding, please ask them to bring lights, a helmet and a lock.
- **Lockers** – We will be moving our lockers to the new site. We will ask your son/daughter to empty their locker prior to the move. They will need to return their key. We will reissue keys once the move has been completed.
- **Books** – Pupils will be asked to take all of their exercise books home with them in the week prior to the move to ensure that the work within them does not get lost or misplaced. I would be grateful if you could help keep them safe. We would therefore also like to remind parents to ensure that they arrive at school with a bag suitable to carry their books home in.
- **New timetables** – We will be issuing pupils with new timetables on their first day at the new school. This will tell them which rooms they will be having their lessons in.
- **Arrival** – On the first day, all pupils are asked to enter the school through the main entrance at the front of the Heart Building (the long one). They are then to go to the Dining Hall. There will be staff at the front of the building to assist if anyone is uncertain as to where to go.

Vinefields, Bury St Edmunds, Suffolk, IP33 1YB. T: 01284 754096 E: [SAA@sybilandrewsacademy.co.uk](mailto:SAA@sybilandrewsacademy.co.uk)





- **The school day** – There will be no changes to the school day as a result of the move. The timings of the school day, including Enrichment, will be unchanged.
- **Transport** – Should you have any queries regarding transport arrangements to the new site for your son/daughter, please do contact Mrs. Spurrier at [sspurrier@sybilandrewsacademy.co.uk](mailto:sspurrier@sybilandrewsacademy.co.uk).
- **Parking** – Should you have cause to visit the school, parking will be available at the front of the school site. Access will be from Rougham Tower Avenue.
- **Reception** – Will be located at the front of the Heart Building.
- **Telephone number** – Our telephone number will be changing. As of the 28th November it will be 01284-769011.

#### Future dates

One other date that I do want to make parents of our year 9 pupils aware of is that of our Options Evening. This will be on Thursday 1 December and will provide you with information about GCSEs in general, the options process and how best to support your child in making their choices. If you have any questions about the options process, please contact Mr Douglas [sdouglas@sybilandrewsacademy.co.uk](mailto:sdouglas@sybilandrewsacademy.co.uk).

It has been a long time in coming, but the wait will have been worth it. Finally, Sybil Andrews Academy is going home. Thank you all for your words of encouragement and support to this point and I, and the staff, look forward to continuing to work alongside you all in our new home.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andy Prestoe', written in a cursive style.

Andy Prestoe  
Principal