

6 June 2016

Dear Parent/Carer

**Re: Open Day 18 June**

This letter is to advise you that due to unprecedented demand all the Open Day building tours are fully booked and thus we are unable to accept any further bookings. We would also advise that it will not be possible to attend on the day unless you have a confirmed booking. If you are unsure whether you have confirmed booking, please contact Joanne Hollick (0121 331 8022 or [joanne.hollick@interserve.com](mailto:joanne.hollick@interserve.com)).

The event is being hosted by Interserve (the contractor for the new school). It is still an active building site and we will need to abide by the contractor's health and safety procedures. This means that visitors will only be allowed on site (a) if they have a booking, and (b) if they are over 10 years of age. We would ask you, therefore, to bring along proof of age for any children who are coming with you. If you have any questions, please contact Joanne Hollick (see above).

If you wish to have a tour of the building but have not been successful in obtaining a booking for Open Day, we apologise for your disappointment, but we are delighted to announce that there will be further opportunities to show you round our fantastic new building in the near future. If you are interested, please contact Christine Smith (01782 783281 or [csmith@thekings.staffs.sch.uk](mailto:csmith@thekings.staffs.sch.uk))

We look forward to seeing you soon.

Yours sincerely

Emily Verow  
Headteacher