



WILLIAM ELLIS SCHOOL
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HEADTEACHER: MR SAM WHITE

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Monday 2nd December 2019

Dear Parent/Carer,

EMERGENCY SCHOOL CLOSURE

I regret to inform you that school will be closed tomorrow, Tuesday 3rd December. The main school heating system stopped working mid-morning today. Emergency engineers were here within the hour and the fault identified. Unfortunately, the repair is complex and requires new parts, these parts are not immediately available. We cannot run the school boilers and heat the school until the repair is completed.

The temperature inside the school was adequate today because the heating was on sufficiently long enough to warm the building. Without any heating the temperature inside the school will be too low, especially given the weather forecast. I have therefore decided to close the school tomorrow.

Our heating contractors are sourcing the parts which will be installed as soon as possible. At the time of writing, I do not have confirmation about when the repair will be completed. As soon as I have this information I will share it with you.

Year 11 all have Office 365 logins and teachers have been asked to set work for their lessons tomorrow using Office 365.

Sixth-form William Ellis based students: Sixth-form lessons in William Ellis School are cancelled tomorrow but private study which is now in Parliament Hill school and all other sixth form lessons will go ahead as normal.

I am very sorry for the inconvenience that this will cause, but for the health and safety of students and staff I have to close the school. I will update you as soon as I have more information. This will be posted on the school website and by email.

Yours sincerely,

Mr Sam White
Headteacher