26th November 2020

Dear Parent(s)/Carer(s),

**Re: Llantrisant Road entrance**

As you may be aware, the local authority have been undertaking maintenance works on the school site, which has included upgrades on our boiler and electrical systems. This work has been ongoing throughout the summer holidays and into the autumn term.

Regrettably, as part of the work, there is a requirement to temporarily close the rear entrance to the school. I recognise this is a significant disruption. However, I trust you will appreciate the need for the work to be undertaken and recognise that the time-scales of this are out of the school’s hands.

To ensure students and staff may still access the school site from the Llantrisant Road entrance, a temporary gate will be installed along the public footpath adjacent to the school’s 3G Astroturf pitch. Please be aware that this will be accessible at the start and end of the day only. Access to this path can be found approximately 100m from the school gate, in the direction towards Llandaff and the previous-BBC site.

In order to assist students with these temporary arrangements, additional staff will be present on Llantrisant Road and at the new gate at the start and end of the day to help direct students. Access will be gained via the 3G pitch but I would ask that you remind your child to use the designated route to limit the risk of any unnecessary damage to this facility.

Naturally, we will provide an update on when this work will be completed, as soon as we know ourselves. However, I wish to apologise for the inconvenience this may cause and thank you for your understanding.

Yours sincerely,

Sarah Parry
Head of School