



CATERHAM SCHOOL

14 October 2011

To all Senior School Parents and Guardians

Dear Parents and Guardians,

A Service to Celebrate the Bicentenary of Caterham School

Outlined below are the latest details for our visit to Westminster Abbey next Thursday, 20 October.

Final preparations have been made and we are at capacity for the service. The key to the success of the day is for everyone to be aware of the timings and schedules.

The service starts at 11am and it is essential that we are all seated by 10.30am.

To that end, we have to leave School quite early that morning and the following timings apply:

- All **students participating in the service** to be **at School by 7.00am** – to meet at the front of School.
- All **Upper Sixth** students to be **at School by 7.05am** – to meet on the Eothen playground.
- All **Lower Sixth** students to be **at School by 7.15am** – to meet on the Eothen playground.
- All **Fifth Year** pupils to be **at School by 7.25am** – to meet in tutor rooms.
- All **Fourth Year** pupils to be **at School by 7.35am** – to meet in tutor rooms.
- All **Third Year** pupils to be **at School by 7.45am** – to meet in tutor rooms.
- All **First and Second Year** pupils to be **at School by 8.00am** – to meet in tutor rooms.

It is very important to ensure that you adhere to these timings.

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The Harestone Valley Road will be particularly busy that morning as we have twenty buses coming to pick up the students. As a result, can I please ask that you allow more time for your journeys, share lifts and drop students away from the School entrance if possible?

If you have to come up to the School, please use the lower car-park only. Equally, **no school bags will be needed on that day** – so that should make it easier for them to walk along Harestone Valley Road if you drop them off before reaching the School gates.

All those who travel to School by bus are asked to take careful note of the following. School buses will all run **ONE HOUR earlier** than normal for this one day only. For example, if the departure time for the Reigate bus is usually 7.45am – next Thursday, that bus will leave Reigate at 6.45am.

After the service, those students not staying on in London will return by bus and a packed lunch will be provided. We estimate that the buses will be back at School between 2.30pm and 3.30pm. Students are then free to return home, or stay at School under supervised conditions until the usual end of school bus runs depart after 4.00pm. There will be a Late Class until 5.45pm as usual, however **there will be no late bus service.**

Can I please remind you that attendance at the service is compulsory for all students, so we would ask that you make every effort to ensure that your sons and daughters are at School on time that morning.

We anticipate a wonderfully memorable day and I would like to thank you in advance for your support and co-operation.

Yours sincerely

David Clark

Assistant Head

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