

MAY 2011

**GRAHAM  
RAINCLIFFE  
FEDERATION**

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Dear Family

Upper Lower School Preparation and Planning for 2011-12

Thank you for your continued support. This letter sets out the timetable for the remainder of the Summer Term and describes how we will make the move to an Upper School of Years 9, 10 and 11 and a Lower School of Years 7 and 8.

Our current planning involves students, staff, Governors and the Local Authority. We have set up Student representative groups for Years 7, 8, 9 and 10 which include representatives from all tutor groups. They will meet regularly with Senior and Year leaders to discuss planning for the changeover. Local Authority officers are working with us on improvements to each site and the planning for the path to link the two campuses. The timetable for next year is being prepared and we are now planning for the transfer of resources between sites and for an end of term programme that provides an opportunity for students to be supported through the change. They will also experience the September timetable in the last two weeks of term.

The timetable for the last few weeks of term is presented on the reverse of this letter and the Local Authority have, this week, allocated us three additional training days to facilitate the movement of resources and staff planning so that we make a sharp start in September. **Those additional training days are Wednesday 20 July, Thursday 21 July and Friday 22 July. Term will end for students at 3.10pm on Tuesday 19 July.**

This letter gives you an outline of our plans for the remainder of term and it includes some important changes to our published schedule for this term. We are confident that this programme enables us to support the transition to the new Upper and Lower sites for September and these arrangements will keep the students focused on their learning as well as prepare them for next year.

Thank you for your cooperation and support in these matters

Yours Faithfully

Garry Hancock  
Executive Headteacher

