

4th September, 2017.

Dear Parents,

Welcome Assembly – Friday 8th September

I wish to inform you that on Friday 8th September, pupils from both the Prep. School and the Senior School will visit **St. Mary the Virgin and All Saints Church, The Walk (Off Darkes Lane), Potters Bar, Herts EN6 1QN** for their first assembly of the academic year.

This will be the first major event that pupils and students will take part in, and pupils will, therefore, need to be taken directly to the church by **8:30 a.m.** to allow for them to be seated and warm up before the service starts at **9:00 a.m.** However, if this causes any problems, please let Mrs. Ferry know tomorrow so that arrangements can be made for any pupils to be brought to the church from the Senior School, if necessary.

The assembly will include a welcome and a blessing from Father Stefan, our priest and the whole school will be addressed by Mr. Tardios.

Full summer uniform is required for this special occasion, which will mark the start of the academic year. If your child is at the Senior School, please ensure that they bring their hymn books with them to the church. New students at the Senior School will have a book provided for them by their Form Tutors.

After the service, coaches have been hired to bring pupils back to their respective schools at **10:15 a.m.** The rest of the school day will run as normal, upon return.

As there is a limited space available in the church forecourt, it will be necessary for you to **'drop'** children off outside the church. It will be very busy given the time of day, so we ask that you use the **'drop and go'** method please. Members of staff will be on duty to assist in taking children from the cars to the church.

Thank you for your co-operation in this matter.

Yours sincerely,

Ruaidhri J. Tunnah (Mr.)
Head of Music.