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**St Paul's**  
Catholic Primary School

**Head Teacher:** Sheena Sinclair

**Deputy Head(s):** Rachel Miller

**BHCET CEO:** Stuart McGhee

**BHCET Chair of Directors:** Yvonne Coates

16<sup>th</sup> September 2026

Dear Parents and Carers,

I am writing to share some exciting news regarding our move into our new school building. As you know, construction of our new school is progressing well, and we are currently scheduled to take handover of the building on Friday 30<sup>th</sup> October 2026.

During the half-term holiday, our furniture, resources and equipment will be moved from our current site into the new building. This is a significant logistical undertaking and, before the children can return, staff will need time to unpack, organise classrooms, set up learning environments and ensure that the school is safe, fully operational and ready to provide the high-quality learning experience our pupils deserve from their very first day in the new building.

As we will not gain access to the building until the handover date, and following approval from our Trust, school will be fully closed to all pupils on Monday 2<sup>nd</sup> November and Tuesday 3<sup>rd</sup> November 2026. During these two days, staff will be unpacking resources, organising classrooms and preparing learning environments so that everything is ready for the children's return. Children will return to school on Wednesday 4<sup>th</sup> November 2026.

We appreciate that this additional closure may cause some inconvenience and thank you for your understanding and support. These two days will enable staff to prepare the new classrooms and facilities properly so that we can welcome the children into an environment that is safe, organised and ready for learning. This is a very exciting milestone in the history of our school, and we look forward to sharing updates with you as we prepare for the move.

I appreciate that many families will have questions as we approach this exciting transition. Please be assured that I will continue to liaise closely with parents and carers and provide further information and updates as plans develop. We are committed to keeping you fully informed and will share additional details about the move, arrangements for the reopening of school and the exciting opportunities our new building will provide nearer the time.

Thank you for your continued support and understanding as we prepare for this important step in our school's journey.

Yours sincerely

*S. C. Sinclair*

Sheena Sinclair  
Head Teacher



***In Him we Live and Move and Have our Being***