



**FUTURES**  
Community College

SRE/lth

09 January 2017

Dear Parents/Carers

We are very pleased to be able to inform you that we are gradually moving more of the school support services from the Futures Site into the new building.

This will bring some small changes to the way the school operates. However, we are confident that these changes will take effect with the minimum of disruption.

With effect from Monday 16 January 2017, the School Office and Reception will be located in the new building. Access to the school for students **and** visitors will be via the new building **only**.

Please do not attempt to enter the Futures lower site after this date, as you will not be able to gain access to the school.

Access to the school will be from Southchurch Boulevard through the pedestrian gates, closest to the entrance for Southend High School for Girls.

Please note this entrance is for **pedestrian access only**, there will be no access for vehicles without prior arrangement. If you are bringing students to school by car, please drop off and pick up on Southchurch Boulevard.

Students will access the school through the main entrance of the new building between 7:45 and 8:40am. Students arriving late, after 8:40am, will be required to book in at Reception.

All visitors to the school are asked to report to the new Reception on arrival.

Please note that the current telephone contact numbers and email addresses for the school will not change.

Yours faithfully

Stuart Reynolds  
**Headteacher**

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