



16th September 2020

Dear School user

Re: Coronavirus Update - Update of School Lettings for recreation, leisure and social gatherings (GOV update 14 September 2020).

Following updated advice from Government regarding the safe use of multi-purpose community facilities in order to reduce the transmission of coronavirus (COVID-19) we have reviewed our lettings.

As your booking falls under the category of “amateur choirs and orchestras”, we will unfortunately have to once more suspend hire to you at this time with immediate effect.

We will do our best to open our facilities to you as soon as possible, but in the meantime we appreciate your support in letting your members know. We will review the situation on a regular basis.

You will be able to move your booking or event to a future date. Thank you for your understanding.

Yours sincerely,

Juliana Poloczanska
School Business Manager