

14th July 22

Message from the Headteacher

Dear Parents and Carers,

Last weekend our centurion challengers battled the heat and both the physical and mental challenges of walking 100 miles in 48 hours from school to Hungerford and back. Over 100 competitors from Beechen Cliff and some guests from Hayesfield put themselves forward, which in itself shows amazing aspiration and determination.





All challengers completed the first 22 mile section to Devizes and then battled the heat and 56 miles of second on the way to and back from Hungerford. By the end of Saturday just 33 remained.

Calendar

Friday July 15th Sports Day

Saturday 16th July PTA Second Hand Uniform Sale 10am – 12pm Beechen Cliff Clubhouse

w/c Monday 18th July Activities week Year 10 and Lower Sixth Work Experience

Thursday 21st July Terms End 12.20pm

Thursday 18th August A Level Results

Thursday 25th August GCSE Results

Thursday 1st September INSET DAY

Friday 2nd September INSET DAY

Monday 5th September Autumn Term commences for Year 7, Lower 6th and Year 10

Tuesday 6th Septermber Autumn Term Commences for Years 8,9 11 Upper 6th

AUGUST DATES

12 August-International Youth Day

23 August—International Day of the Abolition of the Slave Trade

On the Sunday William arrived back at school first at 10.56am shortly followed by Kiaran and Oliver. Over the next few hours the other challengers walked, ran or dragged themselves back to school, with the last finisher arriving at 3.50pm just before the 4pm cut off.

I would like to say a huge congratulations to all who took part and in particular our 33 finishers. It took an immense effort to complete, is a significant achievement and the centurion ties earned are really well deserved.

I would also like to say a huge thank you to all the staff, parents and volunteers who made this event possible and allowed not only for amazing achievements to occur but enable a significant amount of fundraising for charity to take place.

We have survived the heat in school so far this week and have kept classrooms as cool as possible. Pupils have also taken advantage of the

shade under the trees at break times and lunch times. A number of pupils have also been out and about on trips kayaking, to the Lake District and Spain.

The young musician finals have also taken place and I would like to say congratulations to all involved and to Kipling House who were our winners.



Tonight we have our summer music

celebration with 8 bands performing, which promises to be a brilliant evening of entertainment.

Tomorrow we have sports day taking place. Pupils should come to school in their PE kit. Registration and period 1 will take place as normal for all pupils. Sports Day will begin at 10.15am with different events taking place throughout the day. The day is expected to end around 3pm after an afternoon registration.

Next week we have our activities week. The full programme is available <u>here</u>.

High temperatures are expected next week, particularly at the start of the week. I have written to parents separately to explain the arrangements for next week in light of this weather forecast. This letter is also published alongside this newsletter. In addition Mr Mann will be writing to all parents of those pupils due to go on the trips to The Big Pit, The Natural History Museum and Thorpe Park tomorrow with an update.

T. D. Markall .

Tim Markall Headteacher

Advanced Notice—Start of Term Arrangements

There will be a staggered start for year groups in the week commencing 5th September 2022. New Year 7, Lower Sixth and Year 10 students will arrive at school on Monday 5th September and the remaining year groups will come into school on the Tuesday 6th September.

We will publish full details on the School website and email out all key information to parents over the summer holiday.

Driving carefully and Dropping Off/ **Collecting Pupils - The Avenues and Greenway Lane**

Please can we ask that you drive slowly and carefully on the Avenues when bringing your child to school. It is really important for the safety of our pupils and also the general public/ residents.

Many parents are also bringing their children to the main entrance of the school by car and dropping them off and collecting them near the school gates. To ensure the safety of pupils and out of respect to local residents I would be grateful if cars would not stop to drop off in the middle of the road or stop on the zig zag yellow lines outside the school gates. If you do have to drive up to school, please park in the marked bays on the side of the avenues or, if you are able to, please drop off lower down the hill or at Bear Flat (Majestic Wine are happy for their car park to be used as a drop off/ pick up point). You may also be aware that there is an unofficial one way system in place on the avenues with cars driving up Shakespeare Avenue and down Kipling Avenue. We would appreciate if this is followed.

Can we also ask that you respect the local residents on both The Avenues and Greenway Lane. We have received a number of concerns from local residents that parents are using driveways on Greenway Lane to drop off their children and turn round and this is blocking access for those that live there.

Please note that the lower fields entrance on Greenway Lane is not to be used as a pull in as it a private driveway so please use residential parking opposite the playing fields instead.

REPORTING PUPIL ABSENCES

It is important that <u>all absences</u> from School including late arrivals and medical appointments be reported to School promptly. Parents and carers please take note of the following correct contact details.

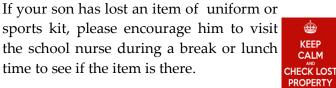
Lower School Pupils

To report a Lower School absence please call the School direct on 01225 480466, and select Option 1 or you can email the lower school attendance at attendance@beechencliff.org.uk.

Sixth Form Students

For a Sixth Form student absence please call the School direct on 01225 480466 and select Option 2 or you can email 6th Form attendance at sixthattendance@beechencliff.org.uk

Lost Property



Any items not claimed by the end of Term will be donated.



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KEEP CALM

End of Year Reports

Dear Parents and Carers

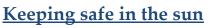
The end of year reports for Years 7, 8 and 9 are available to view in INSIGHT using the link below. <u>https://insight.beechencliff.org.uk/INSIGHT</u>

If you have difficulty logging in, please click the "don't know your password" link.

The Reports for Year 10 will be published early next week.

Kind regards

Andrew Seal Deputy Headteacher





From looking at the current weather forecast it appears almost certain that the hot weather will be with us until the end of term - here are a few tips from the NHS on how to keep safe in the sun:

Make sure you:

- spend time in the shade between 11am and 3pm
- make sure you never burn
- cover up with suitable clothing and sunglasses
- use at least factor 30 sunscreen remember to bring some to school and on trips
- Keep hydrated bring an extra drink in your bag
- If you feel as if you're overheating especially during lunchtime stop all activity, move to a cooler place and have a drink

Clive Hall

Head of Kipling and Deputy DSL

Books borrowed from English and the Library Books

We would be grateful for parents and carers to remind their child to return any books borrowed from English or the Library please before the end of term



Sarah O'Higgins Head of English

Hunt for Junior Journalists.





An exciting opportunity to be a junior journalist at

the Bath Literary Festival. Please read the attached advert and speak to Ms Sullivan, Mr Newell or Mr Hacket in the Library if you are interested.

Sophie Sullivan Assistant Headteacher

Press release: JULY 2022

THE HUNT IS ON FOR JUNIOR JOURNALISTS

BATH CHILDREN'S LITERATURE FESTIVAL

Friday 23 September – Sunday 2 October 2022

WIN the chance to be a Junior Journalist at this autumn's Bath Children's Literature Festival – could it be you we are looking for?

How would you like to meet your favourite authors face-to-face and go backstage at Europe's largest kids' book festival? How would you like the chance to ask authors and illustrators questions about their work?

We're looking for three talented young people to win one of THREE places as Junior Journalists at this year's festival.

YOU ARE: aged between seven and 17.

There are three age groups in the competition, 7 - 9, 9 - 11 and 12 and over. If you are 9 before September 1 2022, you qualify for the 9 to 11 age category, if your ninth birthday is after September 1 2022, you should enter the 7 to 9 age group.

HOW TO ENTER: Simply write us a review of your favourite book in no more than 200 words and why you would recommend it.

Send your entries to: info@bathfestivals.org.uk by the DEADLINE of Wednesday 31 August and don't forget to include your name, age, address and email contact. You'll also need to be available with an adult (someone 18 or older) for the weekend of Sat 24 and Sun 25 September and/or the weekend of Sat 1 and Sun2 October to attend

Bath Children's Literature Festival.

WHAT'S THE PRIZE? The three chosen Junior Journalists will join our festival team for the festival. They'll get to wear a Junior Journalist lanyard, to attend a number of events (to be decided between the winners and the festival organisers) report on those events and to go behind the scenes to meet the visiting authors. Reports by Junior Journalists will be posted on the festival website. Plus there will be a bundle of FREE books to take home at the end of the festival.

Terms and conditions: you will need to have an adult to accompany you to events. The judges will be Bath Festivals staff, all entries will be judged blind and the judges' decision is final. No cash alternatives will be offered.

WHO'S AT THE FESTIVAL? Liz Pichon, Michael Rosen, Jacqueline Wilson, the new Children's Laureate Joseph Coelho, Rob Biddulph, Alice Oseman, Cressida Cowell, Laura Ellen Anderson, Pamela Butchart, Steven Lenton and Tracey Corderoy, Christopher Edge, David Baddiel, Julian Clary, Patrice Lawrence, Rosie Jones, Robin Stevens, M.G. Leonard and many more!

Bath Festivals is an arts charity and would like to thank its patrons, members and volunteers for their continued support as well as their sponsors and supporters Bath Recreation Ground, Bath & North East Somerset Council, Bath Spa University, Kingswood School Bath, Frugi, Rotork. This year Bath Children's Literature Festival has collaborated with more partners than ever before including The Forum Bath, BRLSI, The Egg, The American Museum, First News, The Bath & Wilts Parent Magazine, Mr B's Emporium of Reading Delights and Bath Box Office.

For all enquiries contact:

Georgette McCready, PR and Communications, Bath Festivals.

Email: Georgette.McCready@bathfestivals.org.uk

Or Jasmine Barker, Head of Marketing and Communications, Bath Festivals.

Email: Jasmine.Barker@bathfestivals.org.uk .

www.bathfestivals.org.uk/childrens-literature Facebook: /BathKidsLitFest Twitter: @BathKidsLitFest Instagram: @BathKidsLitFest #BathKidsLitFest

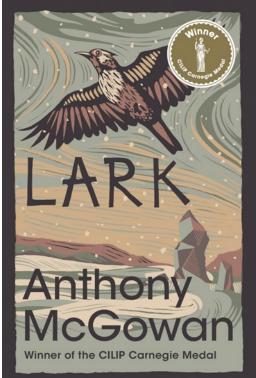


Literacy Update

Year 7 - Reading Evening

The aim of this meeting was to offer help and support with reading at home. At Beechen Cliff our ambition is for all of our pupils to be reading at or above their chronological age by the end of Year 9. This will allow pupils to confidently access their Key Stage 4 curriculum and GCSE exams. Further, confidence in reading will lead to pupils reading regularly, which will increase and enhance their vocabulary and develop their imagination. We aim to build a reading culture where pupils develop a love of reading and routinely read for pleasure.

To achieve this we invited a group of year 7 parent/carers to the school for our inaugural 'Reading Evening'. We wanted parents to feel supported as the aim of this evening was to offer practical advice, show clear examples of how to support reading that is both easy to follow and hugey beneficial for your child from home.



If that wasn't enough We also be held a free prize draw where one lucky family received a £50 One4all voucher and all pupils attending the evening received a bookmark and a free copy of 'Lark' by Anthony McGowan (winner of the 2020 Carnegie Medal) quoted as being a 'stand alone masterpiece'.

Year 8 - Author Visit

Luke Palmer - Grow

Our Years 8s had the opportunity to participate in our first author visit on Friday 8th July.

We selected a specific group of pupils to participate in workshops for the day. Our Years 8s listened to a talk from the author about his book and many of our

Y8 cohort had the opportunity to work on their poetry and prose throughout the day. Some also went away with a signed copy of his book.

Mike Newell Literacy Co-ordnator





Boys' literacy evening with Gary Wilson

Last week we were happy to welcome Gary Wilson, boys' literacy expert and author, to our school hall to deliver a talk on boys' literacy to our Year 7 and 8 parents. Some selected slides from Gary's presentation are now available on the school website. Please follow this link to view them.

Many thanks,

Sophie Sullivan Assistant Headteacher—Teaching and Learning

Activities Week Update

Next week is Activities Week with trips and workshops in place for pupils in Years 7-10 and the Lower Sixth. Please ensure that suggested mitigations for warm weather are followed as per Mr Markall's letter. The programme can be viewed on the following link, with the exception that Skyline walks will return before lunch to avoid higher temperatures.

https://docs.google.com/document/d/1KcWaPz7qQ3slVmfjPJ0kqYe9yJt9iBa7313gEgjo2fI/edit

Ollie Abbott

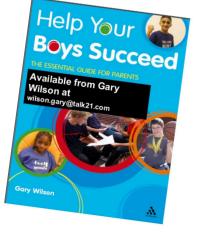
Head of Boarding Deputy Designated Safeguarding Lead

School Contacts

Contact details for senior members of staff are available on the contact page of the school website. **Contacts Link**

If you wish to get in touch or have a concern please contact the relevant member of staff or your son's tutor. Alternatively please email <u>headteacher@beechencliff.org.uk</u> and the message will be passed on to the appropriate person to respond.











SPORTS

English Schools Athletics Championships

Congratulations to Dylan who came in 2nd and took the Silver medal in the Inter Boys 1500m Steeplechase at the English Schools' Championships in Manchester last week. He also took a huge 7 seconds off his PB - which is now 4:27.43. His performance has earned him a place in the English Schools' A.A. Inter Boys team and he will now go on to represent England at the Schools' International Athletics Board (SIAB) Home Countries Track & Field International in Belfast on Saturday, 16th July.

This is a fantastic achievement and we wish him every success this weekend.

Mr T D Markall Headteacher

Sports Extra Curricular Clubs

For information on after school clubs, please see the <u>Extra Curricular page on our website</u>. This is up to date but please be aware that sometimes there are changes due to unforeseen circumstances. We will notify pupils via google classroom or via the Duty Boys in the event of any cancellation/ changes.

Sports Class on Google Classrooms/ Sports Fixtures website

Each year group now has a Sports Class on Google Classrooms where details of fixtures and notices will be given. Please encourage your son to check this regularly for information.

You can also find fixtures information and team sheets on our <u>Sports Fixtures website</u>

Team selection

With so many of our boys engaged and interested in the sports offering at Beechen Cliff, we endeavour to give them all a chance to be a part of the teams. This does mean that not all boys will be selected each week in the interests of being fair and giving a chance to all that wish to compete for the school.



Extra Curricular Sports kit

If your son is involved with our extra-curricular activities and therefore additional kit would be helpful, we do have an online shop with Kukri. This kit is not compulsory and does <u>not</u> replace your son's curriculum kit but is available for after school clubs and fixtures. Kit options include tracksuit bottoms, shorts, training t-shirts and additional mid layers. <u>Kukri- Beechen Cliff</u>

Pat Macdonald Head of Shakespeare/PE

If your son is absent on the day of his fixture, please can we politely ask that when you contact Attendance to report the absence, you also advise the sports team <u>sport@beechencliff.org.uk</u> as soon as possible to enable an alternative player to be found.

Fixtures

Please refer to the **Sports Fixture website** for the most up to date information on any upcoming fixtures.

Outdoor Activities

Be Tick Aware



At this stage of the year through various outdoor activities many pupil and students will be in areas where they could pick up ticks. These minute spider like insects are a parasitic and take blood from their host.

Ticks are normally easy to remove with tweezers and are quite common. However they can carry Lyme disease, which if untreated is extremely debilitating.

The incidence of this disease is more common in the warmer months so here is some advice on what to look for.





The rash is very distinctive and more commonly looks like a target/dart board. Please consult your doctor if you see this.



Further details are available by following the links on the Outdoor Education page of the school website or

LYME DISEASE SYMPTOMS

lymediseaseaction.org.uk/about-ticks

Dave Brewer Head of Humanities Outdoor Education Lead

directly from this link (http://

If bitten by a tick carrying lyme bacteria you may get some/all of the following symptoms

Fatigue	Dizziness
Weakness	Confusion
Headache	Buzzing in Nerves
Backache	Paralysis
Joint Muscle Pain	Trouble with: speaking/Thinking
Stiff Sore Neck	Talking, Walking, Concentrating
Nausea/Diarrhoea	Trouble Breathing
Sore Throat	Mood Swings
Swollen Glands	Crying Spells
A Rash	

PTA News

Donations of Second Hand Uniform is Always Needed

The PTA would very much like donations of good quality second hand school uniforms please.

Blazers, shirts, ties, PE & games kits, cricket whites, foot wear, shin pads etc are welcome

Unfortunately we do not take trousers Please recycle those!

By donating uniform back to school we can sell it on to raise much needed funds for the school.

Please drop off any unwanted school uniform into the large blue plastic container in the school main entrance. by reception, anytime during the school day

Thank you for your continued support

Coming up...

Secondhand Uniform

at Beechen Cliff School Club House on Saturday 16th July 10am - 12pm Payments to be made by card preferably!

> We are also selling Revision Guides and text books!

PTA

ANNOUNCEMENT

Marina and Lesley, Co-Chairs of the PTA at Beechen Cliff, are standing down at the next AGM in November 2022. We encourage you as parents/carers to consider taking over this role and joining a team of other volunteer parents who are helping to run the school charity. It has been a fun 3 years for us and has been great to be involved with the many varied projects at the school.

Please express your interest in the post/posts to:

secondhanduniformbc@gmail.com.

It would be lovely to carry on these good works that go on at the school. Hopefully the PTA can be kept going and be carried forward.

Mental Health and Wellbeing

Self-Care in the Summer Holidays

The summer holidays offer an opportunity to recharge, but some young people may find themselves struggling without the structure and support network of school.

The Anna Freud National Centre for Children and Families have created these #SelfCareSummer packs for primary and secondary schools. These packs feature a range of creative activities based on self

-care strategies that other young people have found useful in helping them stay mentally healthy. As many of our pupils and students have primary aged siblings, we have included both support packs.

https://www.annafreud.org/schools-and-colleges/self-care-summer/

They also signpost young people and their families to additional support, including the AFC crisis messenger text service.

If you are a young person looking for immediate support visit our <u>urgent help page</u>

Primary

<u>A plan and poster to help children practice self-care to support their mental health</u> <u>this summer. Download now</u>

Secondary

Young people can create a detailed self-care plan for summer. Download now

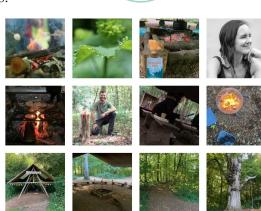
Mental Health Team

Resilient Team Workshop

I am running another Resilient Teen workshop in the woods over the summer. This time it is a one-day workshop which may be of interest to some pupils.

Details are here at <u>https://www.bathmindfulness.co.uk/resilient-teen</u>-in-the-woods

Also I am now running my workshops in secondary schools within their woodland areas. There is something about the campfire effect to help people to open up.



Nicola MacDonald Mindfulness Coach





bath

mindfulness

Careers



3D GAMES DEVELOPMENT COURSE OUTLINE:

AN INTRODUCTION TO UNREAL ENGINE

PART ONE

- INTRODUCTION TO UNREAL
- BUILDING YOUR FIRST LEVEL

PART TWO

- INTRODUCTION TO BLUEPRINTS
- USER INTERFACES WITH UMG

COACHES



MATT BANHAM CTO & FOUNDER OF TEKTOWR



DAVID GOOD SIMTWIN LEAD ENGINEER Bath & North East Somerset Council

TOWR

Improving People's Lives

Free University Transition Webinar : 22nd August 2022

The Anna Freud Centre is offering a free webinar to all students who will be transitioning from sixth form or college to university this autumn.

Heading to university can be an exciting time for many young people, an opportunity to meet new people and explore their own independence. It can also be a difficult time, with many new experiences and changes.

This webinar will provide an overview of what to expect in this period of transition, and will share strategies for students to manage their own wellbeing when starting out at university.

Please use this link if you are interested in joining this workshop.

https://www.annafreud.org/training/training-and-conferences-overview/online-conferenceswebinars-and-events/free-university-transition-webinar-for-young-people/

Beechen Cliff Sixth Form



Community Links

What can Future Bright offer?

Future Bright offers **FREE** one-to-one coaching support to residents in Bath and North East Somerset, Bristol and South Gloucestershire who are currently in work and either earning below the Real Living Wage (£9.90 per hour), or receiving in-work benefits. The project is tailored to the individual's wants and needs and aims to provide positive outcomes that lead to improvements in income, working hours, education, skills, attitude and/or wellbeing.

For further information about Future Bright, please go to: <u>www.futurebright.org.uk</u>

If you would like to discuss this further, or require any other information, then please don't hesitate to contact your local Future Bright team; Bath & North East Somerset - 01225 395555 - <u>futurebright@bathnes.gov.uk</u> Bristol - 0117 9222250 - <u>futurebright@bristol.gov.uk</u> South Gloucestershire - 01454 866008 - <u>future.bright@southglos.gov.uk</u>



Clarks

At Clarks , we understand how busy and stressful the back to school period can be. Booking an appointment to measure and fit your child's new school shoes means no long waiting times and a dedicated, trained fitter to make your visit quick and hassle free.

We can also arrange appointments at dedicated quiet times for children with additional needs.

Thank you

Laura



WHY NOT BOOK A SLOT TO TAKE ADVANTAGE OF OUR EXPERT FITTING ADVICE?

From their very first crawling shoes to robust and stylish school shoes or shoes for those big weekend adventures, our kids in-store fitting experts will help you find the perfect fit for their growing feet. Plus, we have a personal shopping and fitting service for adults too!

With Hundreds of Clarks stores to choose from, skip the queues and book a 15 minute measure and fit appointment at a time that suits you.

Clarks combine almost 200 years of expert shoemaking with everything they know about caring for growing feet to provide unbeatable all-day comfort. Their shoes pass up to 60 tough tests, from flexing leather 500,000 times to pulling laces to destruction. The results? The best shoes ever, keeping little feet happy all day long.



IN-STORE FITTING

Avoid the queues and book your in-store measure and fit appointment online now at **www.clarks.co.uk**

Plus, take along your child's most recent pair of Clarks shoes and they'll check if they're still a good fit.

QUIET IN STORE FITTING

Shoe shopping can be overwhelming for some children. If you think a shopping experience without crowds, noise and bright lights would be better, then book a Quiet Time appointment

To book, contact Clarks Bath on 01225 462632

Opening hours: Mon to Fri 9.30am – 5.30pm Sunday 10.30pm-5.00pm

Sat 9.00am-6.00pm



Spotters Hockey

We have our **Spotters Hockey Summer Hockey Camps running on 25th and 26th July 2022, and 18th and 19th August 2022,** suitable for ages 7-15 and providing lots of fun hockey skills and game play, with specialised effective coaching provided by our qualified and experienced coaches, and booking can be made via this link for those:

https://form.jotform.com/210805551045346

Many thanks indeed, do get back to me if any questions!

Sally Potter

Spotters Hockey Academy Director England Hockey Level 2 Coach BSc(Hons)Sports Performance





Expert. Fee Free. Mortgage Advice.

We've teamed up with Beechen Cliff School to offer all those connected to the school, an expert, fee free mortgage service, taking away the hassle when getting a new mortgage. We will also pay £50 Cashback to Beechen Cliff for every person that takes a new mortgage out with Lucra Mortgages. You Just need to quote 'Beechen Cliff.'

> 01225 970 830 hello@lucramortgages.co.uk

www.lucramortgages.co.uk

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

Bath String Academy-Summer Music course

We are delighted to announce that Bath Strings Academy is once again offering exciting musical events for our young people .

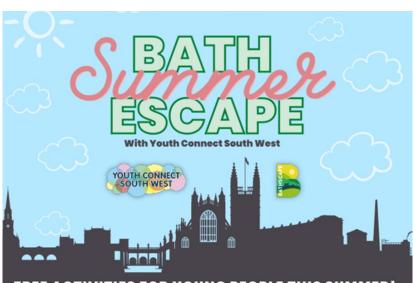
Our Latin Music Workshop, inspired by music from 'Encanto' and 'West Side Story' will be held as a two day

event at **Wiltshire Music Centre** on 3rd & 4th August 2022. The workshop is open to orchestral string players from Beginners to Grade 6, aged 7 – 16 years. The cost for the two days is £80, with discounts for siblings and bursaries available on application. Further information can be found at www.bathstringsacademy.org along with a booking link.

Kind regards

Michelle Falcon & Ruth O'Shea (Co -Directors Bath Strings Academy)





FREE ACTIVITIES FOR YOUNG PEOPLE THIS SUMMER!

Open to secondary school-age young people (11 - 18) living in Foxhill, Snowhill, Twerton and Whiteway (or surrounding areas).

We have 20 exciting sessions running throughout the summer with activities including; kayaking, bushcraft, bat walks and outdoor arts.

CONFIRMED DATES

Outdoor arts	Bushcraft Kay		aking	
Saturday 23rd July	Saturday 23rd July	Tuesday 2nd August	Monday 5th September	
11:00 - 13:00	13:30 - 15:30	09:45 - 11:45	18:30 - 20:30	
Saturday 30th July	Saturday 30th July	Thursday 4th August	Wednesday 7th September	
11:00-13:00	13:30 - 15:30	13:45 - 15:45	18:30 - 20:30	
Saturday 6th August	Saturday 6th August	Tuesday 9th August	Monday 12th September	
11:00-13:00	13:30 - 1530	09:45 - 11:45	18:30 - 20:30	
Saturday 13th August	Saturday 13th August	Thursday 1st September	Wednesday 14th September	
11:00-13:00	13:30 – 15:30	13:45 - 15:45	18:30 - 20:30	
	Bat walk dates	s to be confirmed.	Wednesday 28th September 18:30 - 20:30	

WWW.YOUTHCONNECTSOUTHWEST/BATH-ESCAPE

Youth Connect South West is registered in England as charity. Charity No: 1186059. Registered Address: Youth

Bath Summer Escapes—with Youth Connect South West

We at Youth Connect South West have planned multiple trips and day experiences for Young People in the Bath area during summer.

I have attached our Bath Scape flyer with the trip information This is a brilliant opportunity for young people to get out and about during the summer and experience new things.

Any more questions or queries do not hesitate to drop an email or call.

Kind Regards,

Catrina Childs Administration Assistant Direct line: 01225 396940



