



1 November 2021

Dear Parents and Carers

**Re: St Martin's Day, Friday 12 November 2021, 10.30am**

This is the day when Year 7 and Year 13 students attend a church service at Brentwood Cathedral to reflect on the foundation of the school and its continuing success. After the service, representatives from Year 7 and Year 13 follow the example of Saint Martin by demonstrating, in a practical way their care for others within the community, by distributing gifts to senior citizens across the town.

The arrangements for the day are as follows:

- Students in Years 7 and 13 should make their own way to Brentwood Cathedral which is situated in Ingrave Road. All students need to arrive at 10.10am and not beforehand as there will be a service in progress. Students will be supervised at all times.
- Please can you ensure your child has had a good breakfast so they are not hungry as they will be missing their normal break time.
- Students who travel by contract coaches should catch the coach at their normal pick up time and report to the south hall at 8.25am.
- Students involved in the choir who are unable to make their own way to the cathedral should also go to the south hall at 8.25am to be met by Mr Read. Teachers will ensure that these students get on a specially arranged coach for transport to the cathedral.
- Only students who are listed on the contract coaches will be allowed on the coach going to Brentwood Cathedral from school.
- Registration for students in Years 7 and 13 will take place at the cathedral.

The service at Brentwood Cathedral will begin at 10.30am and last for one hour. At the end of the service Year 7 and Year 13 students will walk back from the cathedral to school. Unless I hear to the contrary I will assume that you give permission for your child to walk back from the cathedral accompanied by Year 7 form tutors and Year 13 students. We aim to have Year 7 students back at school for the start of period 4. We prefer students not to take large bags into the cathedral and so would appreciate you reminding your child to only carry books and equipment for the remaining lessons that day.

*Be The Best You Can Be*

**All other students**

The timetables for all other coaches remain unchanged so students will arrive at school as normal. Students will register at 8.25am for registration and will then proceed to their period 1 lesson and continue with their normal timetable for the rest of the day.

Finally, if you would like to attend our annual St Martin's Day Service, you would be very welcome. Please email [jhunt@st-martins.essex.sch.uk](mailto:jhunt@st-martins.essex.sch.uk) indicating how many seats you require and I will ensure that these are reserved for you at the cathedral.

Yours sincerely

Miss A Bryant  
***Director of Key Stage 3***