



# St Martin's School

Be the best you can be

**Executive Headteacher:**  
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16 October 2024

**Re: St Martin's Day, Friday 15 November 2024, 10.30**

This is the annual day when Year 7 and Year 13 pupils attend a church service at Brentwood Cathedral, to reflect on the foundation of the school and its continuing success. Please be aware of the arrangements for this day are as follows:

- Pupils in Year 7 and Year 13 should make their own way to Brentwood Cathedral which is situated on Ingrave Road. All pupils need to arrive between 10.00-10.10 and not before this window as there will be a service in progress. Pupils will be supervised at all times
- Please can you ensure your child has a good breakfast so they are not hungry as they will be missing their normal break time
- Pupils who travel by contract coaches should catch the coach at their normal pickup time and report to the South Hall at 08.30. If your child travels by contract coach and you require them to receive transport from St Martin's to the Cathedral, please indicate this on the form link below
- Pupils involved in the choir who are unable to make their way to the cathedral, should go to the South Hall at 08.30, where they will be met by a member of staff. Mr Williams will be supervising pupils on a specially arranged coach for transport to the cathedral
- Only pupils who are listed on the contract coaches will be allowed on the coach going to Brentwood Cathedral from school
- Registration for pupils in Year 7 and 13 will take place at the Cathedral

The service at Brentwood Cathedral will begin at 10.30 and last for one hour. At the end of the service, Year 7 and Year 13 pupils will walk back from the cathedral to school. We aim to have all pupils back at school for the start of period 4. We prefer pupils 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.

Finally, if you would like to attend our annual St Martin's Day service you would be very welcome. Please follow this link if you would like to reserve parental seats at the service or require your child to be transported to the Cathedral from St Martin's as they take a contract coach: <https://forms.office.com/e/GcJtNFWbF7> . Please do so by Thursday 24 October, so appropriate arrangements can be made. You do not need to complete the form if you do not require parental seats and your child will make their own way to the Cathedral. If you do not inform us that your child requires transport, we will assume that they will be meeting at the Cathedral.

Yours sincerely

Mr D Langley  
**Assistant Headteacher/Head of Sixth Form**



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Chief Executive Officer: Mr R Duff  
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