

Loddon Primary School
Silverdale Road
Earley
Reading
Berkshire
RG6 7LR

17 October 2017

Dear Neighbour

Re: Loddon Primary School – MUGA and School Hall Extension/Conversion

I am writing to inform you that we have been appointed as the main contractor for the above project. As part of our commitment to achieving the highest possible standards of operational excellence we will be monitoring every stage of the project to ensure that our work does not cause undue disturbance, inconvenience or stress.

For your information, details of the project are summarised below:

Start Date: 16 October 2017 **Completion Date:** 20 November 2018

Hours of Work: 07:30 to 18:00 Monday to Friday (No heavy machinery prior to 08:00)
08:00 to 13:00 Saturdays (At this time there is no plan to work Saturdays)
No work on Sundays

Construction Phases:

Phase 1: Construction of a MUGA (multi-use games arena) in South East corner of property.
Construction of footpath to service the MUGA
Additional hard play area at front of Primary School

Phase 2: Construction of new school hall and ancillary offices/stores

Phase 3: Conversion of existing school hall into three classrooms

We will advise you of any activities which may affect you and would like to take this opportunity in advance to apologise for any inconvenience which may be caused during the construction at the above location.

Should you have any comments, suggestions or queries please feel free to contact me at the site address above, by telephoning the site office on 07714 303 381 or via email at NeilHarding@francisconstruction.co.uk.

Yours faithfully
For Francis Construction



Neil Harding
Senior Site Manager