



Sutton Community Academy

Sutton Community Academy, High Pavement, Sutton in Ashfield, Notts NG17 1EE
T 01623 405513 F 01623 405544 E leisure.office@suttonacademy.atrust.org.uk

Principal: **Simon Martin MA BA NPQH**

21st May 2014

Dear Hirer,

Bank Holiday Closure and Refurbishment Work

The Academy would like to take this opportunity to thank you for your continued usage and support of its leisure facilities.

Bank Holidays

This is a reminder that the Academy facilities close for all Public Bank Holidays; therefore the facility will be closed on Monday 26th May 2014.

Refurbishment Work

The Academy are continuing with their planned refurbishment of the building and some work will be undertaken during May Half Term. Therefore between the dates of Tuesday 27th – Friday 30th May 2014, leisure reception will be relocating to the Construction Unit. Reception will return to its normal location from Monday 2nd June.

This refurbishment work will not affect your usage of the leisure facilities during this time.

Facility Access – For the duration of the refurbishment works; the main reception area will be closed.

Therefore access in and out of the building will be via the Construction Unit (Please refer to the map on the reverse of this letter for further guidance).

Parking – Due to the Construction Unit being used as the entry / exit to the building, we recommend you use Car Park 4, 3 and 2 to aid your convenience. (Please refer to the map on the reverse of this letter for further guidance).

Leisure Reception – Leisure Reception will be temporarily relocated to Construction and can be found in the main foyer area. Bookings and payments will be taken as normal.

Telephone Lines – For the duration of the refurbishment works; the telephone line will still be fully operation. Please continue to contact the site as you do currently, using the telephone number or email address provided above.

If you would like further clarity on the works being carried out, please don't hesitate to get in touch. Thank you for your understanding and cooperation during this time.

Kind Regards
Chris Metcalf

Sport & Leisure Development Officer

PTO for map illustrating the Entrance / Parking



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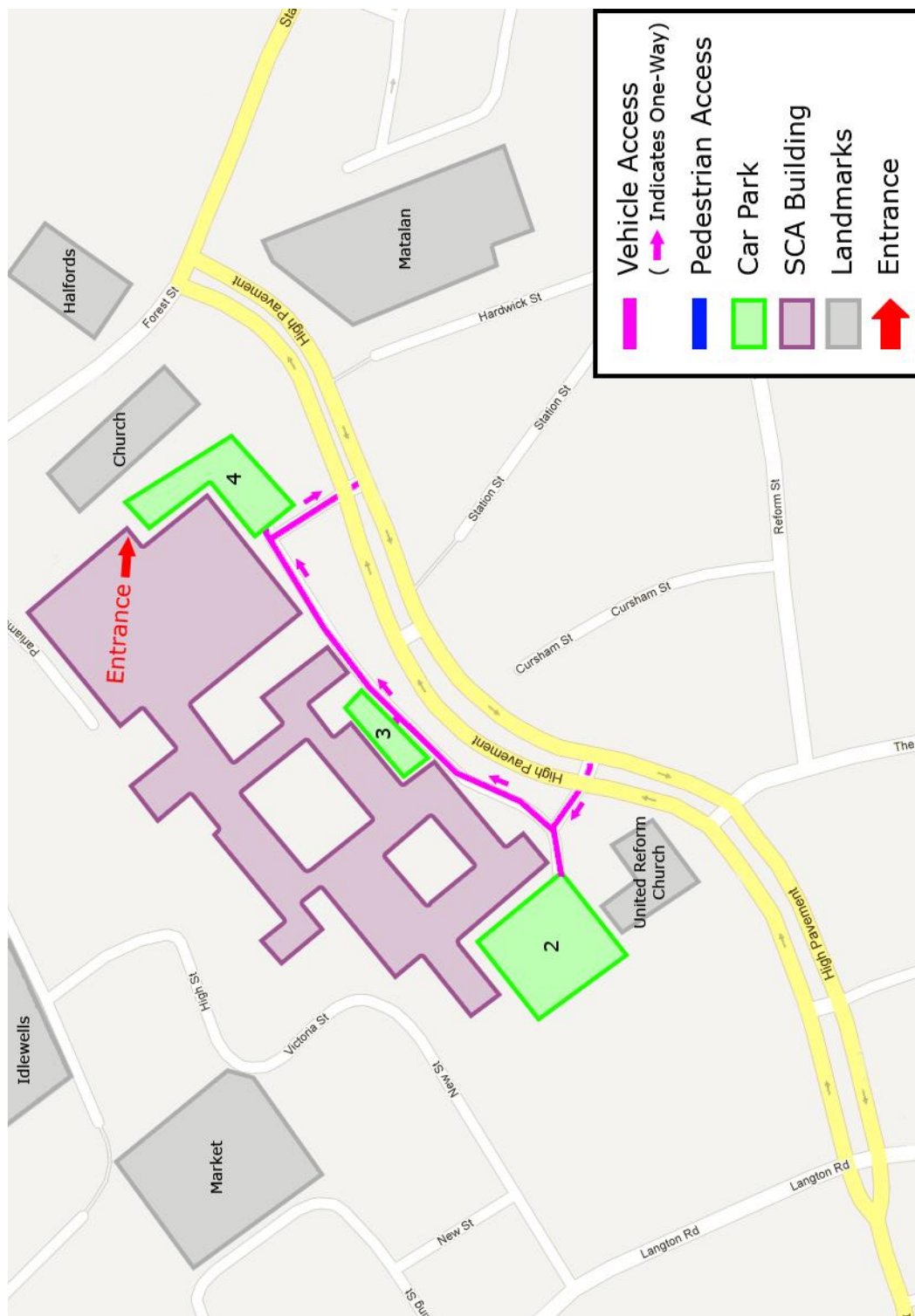


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Site Map – showing access route in / out of the site during refurbishment works



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